



Presents



LAUNCH LOUDOUN STARTUP GUIDE

Exploration Phase – Identify resources to help you plan, launch and grow (such as small business agencies and organizations). If you are starting, recently started, or are taking over a business, Loudoun SBDC’s “Starting Your Small Business” workshop is for you. The class covers much of the basic information you need to know about starting a business. Register [online](#) or by phone at (703) 261-4105.

Validate your idea by identifying similar products/services, potential customers and by receiving feedback. Businesses can participate in the Virginia ICAP program. ICAP helps startups identify potential customers and develop successful business models based on that knowledge. It is an ideal program for early-stage companies trying to prepare for eventual venture investment. Apply [online](#) or over the phone 703-277-7703.

Determine Business Structure - If your business is a corporation, limited liability corporation, or limited partnership, register with the Virginia State Corporation Commission [online](#) or call for assistance 804-371-9733 or 1-866-722-2551.

Obtain a Business License - Businesses based in the county outside the incorporated towns are required to obtain a local Business Professional Occupational License from the [Loudoun County Commissioner of the Revenue](#). There is a \$30 maximum first-year fee. If in an incorporated town, contact that town for licensing requirements.

Register with Taxation Department - Virginia Department of Taxation. Businesses engaged in retail or wholesale sales are required to register with the Virginia Department of Taxation [online](#) or call for assistance: 804-367-8037 for retail sales tax purposes.

Register with the Virginia Department of Professional and Occupational Registration - Businesses involved in any of the following must register [online](#) or call for assistance: 804-367-8500 with the Virginia Department of Professional and Occupational Regulation: auctioneers, barbers, beauticians, contractors, physicians, real estate salespersons and many others too numerous to list.