

INTRODUCTION

Welcome to the Winchester Business Community. This guide is designed to make establishing your business in Winchester as easy and smooth as possible. We publish this as a service to assist existing and potential business owners within the City of Winchester with business operation, start-up, relocation, and expansion. It is not intended to be a comprehensive listing of all possible permits, certificates, approvals or licenses that might be required.

Information in this guide may change as Zoning Ordinances, various permitting processes, and fees are updated and revised. Please contact the appropriate local, state or federal office for the most up to date information.

Some information regarding state and federal licensing and taxation was provided by the Fairfax Economic Development Authority.

Input regarding updates should be submitted to:

Economic Redevelopment Offices
City of Winchester
15 North Cameron St
Winchester, Va. 22601
(540)-722-7575
sanderson@ci.winchester.va.us

Doing Business in Winchester

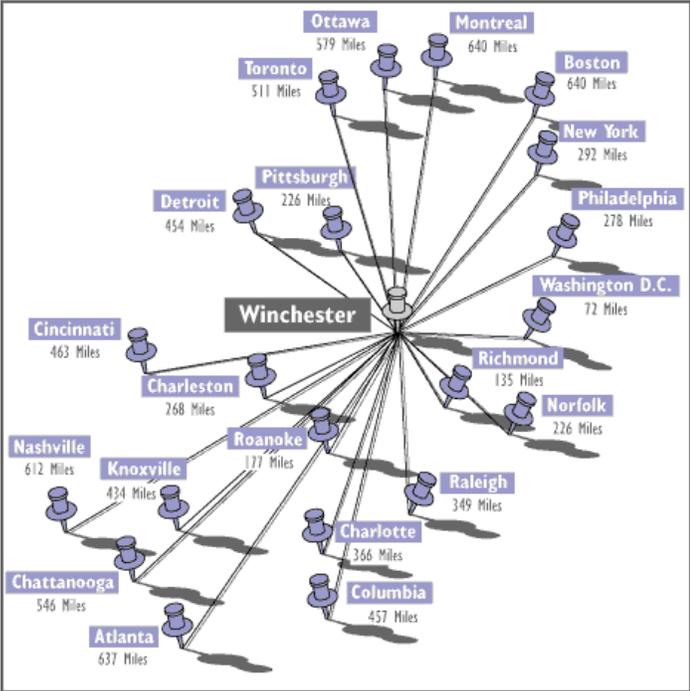
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ABOUT OUR CITY

The City of Winchester is located in Frederick County, which borders Maryland and West Virginia, in the Shenandoah Valley. Winchester is the northernmost community in Virginia. The City's ideal location provides excellent access to markets in Pennsylvania, Northern Virginia, West Virginia, Maryland, and Washington, D.C.

With big city amenities and small town charm, Winchester has the welcome mat out for businesses and residents. Walk the Old Town Mall, visit our museums, and take a look at our schools and hospital complex. Visit with out friendly people and tour the rich diversity of our neighborhoods. Discover Winchester as an oasis in time. Appreciate the peace & serenity of our history and see the opportunity in our future. You will quickly recognize that Winchester is more than just another place to live and work. One visit will convince you---it's the town everyone wants to call home.



In April 2007, the civilian labor force was 14,824. Winchester-Frederick County's workforce commutes in from a thirteen county area considered as our workforce draw area. Within a 30-mile radius, the workforce was 247,663 workers in 2001 with 8,411 workers looking for employment. The large majority industry sector was retail trade with nearly 20 percent of the employment, followed by Healthcare and Social Assistance with 18 percent and manufacturing with 14 percent.

Winchester was named a Metropolitan Statistical Area in 2004. The Winchester MSA includes Winchester City and Frederick County, VA and Hampshire County, WV. The average labor force within the MSA was 63,524 with 97.5% employed in 2005.

The City of Winchester provides a pro-business climate. We are interested in attracting and retaining your business. This guide was developed to assist you in your endeavor to locate a business within the city.



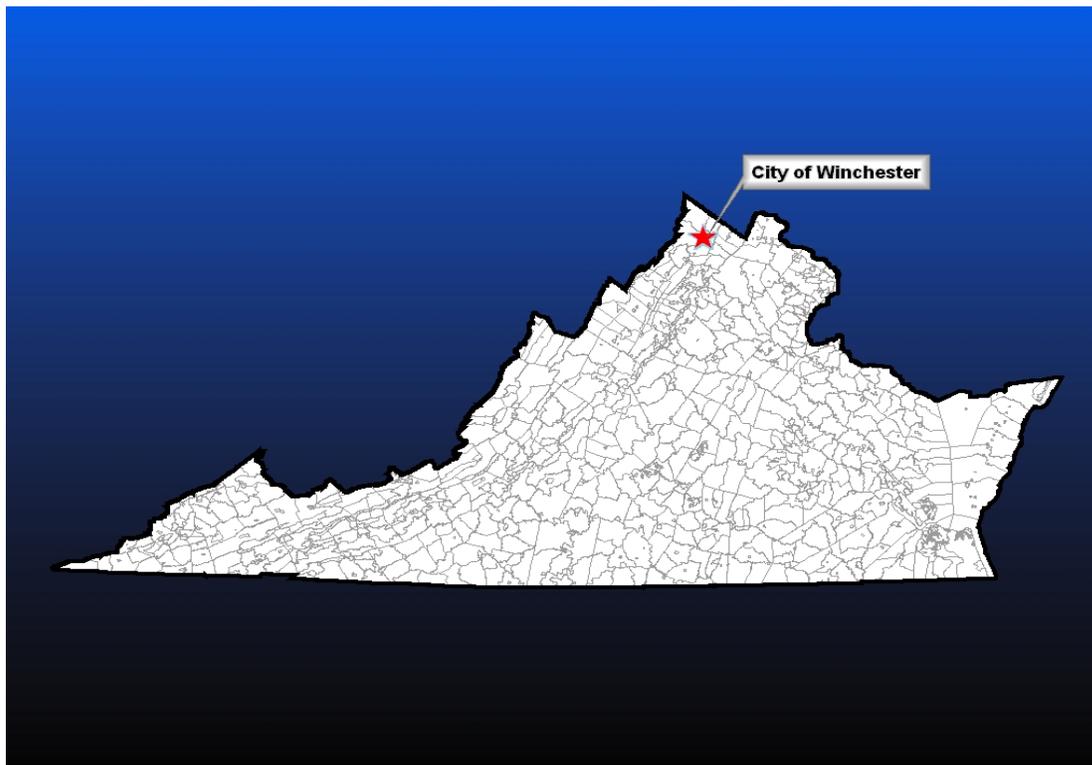
"Most indicators of economic activity in Winchester point to strong growth. Employment growth and consumer spending exceeded the state averages... CEA forecasts place Winchester among the fastest growing regions in the area." Chmura Economics & Analysts, Virginia Economic Trends, 2nd Quarter 2005, 45-48.



WHY WINCHESTER?

Businesses have the ability to expand and prosper in the City of Winchester because the resources in place create an environment conducive to success:

- Ability to reach a majority of the nations population within 24 hours
- Winchester is a right to work state
- Quality workforce and a low cost of doing business
- Highly sophisticated technology infrastructure
- Excellent public school system where students have consistently scored above average on SAT and SOL Tests
- The campus of Shenandoah University offering over 80 programs in 6 schools is located within city limits
- Winchester provides small town living with easy access to metropolitan amenities
- A competitive tax structure



THINGS TO CONSIDER

Starting a business is a rewarding endeavor; however, it requires dedication, time and motivation. It also takes research, planning and the ability to take a risk, to go out on a limb, to put all your eggs in one basket. There is no way to eliminate all the risks associated with entrepreneurship.

Before you get started you may want to ask yourself *why you want to start a business*. Some common reasons are:

- You want to be your own boss
- You desire a flexible work schedule
- You want financial independence
- You want to utilize your professional skills and knowledge

These are all very enticing characteristics. However, you must think about what you are willing to give up in order to start your own business. You may want to be your own boss, however, have you considered the long hours that a supervisor must put in. A flexible work schedule would make your life easier, yet, when you start your business you will need to be in the office seven days a week. You want financial independence, but, you may need to forgo the security of that weekly paycheck and be faced with long term uncertainty. If these are all risks you are prepared to take then starting a business may be for you. However, there are several other considerations you need to make before diving in.

Next you should *evaluate your strengths and weaknesses* as a potential owner and manager of a business.

- Are you a self starter? It will be your responsibility to develop projects, organize your time and follow through on details.
- Are you a people person? Business owners face the task of working with a variety of personalities, including customers, vendors, staff, bankers or lawyers. Can you live by the mantra the customer is always right? Can you effectively manage noncompliant employees without damaging the working relationship?
- How good are you at making decisions?
- Do you have the physical and emotional clout to run a business?

- Can you face six or seven 12-hour workdays (and holidays) every week to do what it takes to grow?
- How well do you plan and organize? Poor planning is responsible for most business failures. Good organization of financial statements and reports, inventory, employee schedules and the various other overlooked tasks can help you avoid failure. Can you expect the unexpected?
- Do you want it bad enough? Running a business can wear you down emotionally. Some business owners can burn out quickly from having to carry all of the responsibility on their own.
- How will the business affect your family? The first few years of start up can be hard on family life. There also may be financial difficulties until the business becomes profitable, which could take months or years.

Now, you should ask yourself *what niche your business will fill*. You probably know what kind of business you want to start. However, you should conduct the necessary research to answer questions such as:

- Is my idea practical and will it fill a need?
- What is my competition?
- Can I create a demand for business?

You should now assess *what kind of business location* would be most appropriate. It truly is all about location, location, location. Fortunately, there are a wide range of locations within in Winchester to choose from. Options include anywhere from business parks to the historic downtown area, with every other location in between. The Office of Economic Redevelopment and the Old Town Development Board through our available properties can help you locate the site that will suit you best.

Prior to creating your business plan it may be helpful to ask yourself the following questions:

- What kind of business is it that I am interested in starting?
- What specific services or products will I sell?
- Where will I be located?

- **What skills and experience do I bring to the business?**
- **What will be my legal structure?**
- **What will I name my business?**
- **What equipment or supplies will I need?**
- **What financing will I need?**
- **What are my resources?**
- **How will I compensate myself?**

Your answers will assist us in answering your questions and narrowing down a location for you. It will also help you create a business plan that should detail how the business will be operated, managed and capitalized.

DEVELOPING A BUSINESS PLAN

A business plan is formal statement of a largely enforced business goal, the reasons why they are believed to be attainable, and the plan for achieving those goals. Your business plan will be a key component for securing the financial assistance for your business. In fact, most lenders will not talk with you unless you have a detailed business plan.

According to INC Magazine and David E. Grumpert there are several components that your business plan should include:

1. Executive Summary: This is the heart of the business plan. It is a brief overview of what your plan includes. It should highlight the most impressive features of your business and point out the important elements of your plan, including your overall business concept, projected growth and revenue, and target markets. Write your executive summary after you have completed your plan.

2. The Company: the business plan must provide basic information about the company's history or if it's a start-up, about the evolution of the market and product concept. Information is necessary as well about the company's current status. Also, pertinent is the company's future strategy, in addition to, its goals and what actions are required to reach those goals. Be sure to include relevant education summaries and significant accomplishments of all of your key personnel.

3. The Market: This is your assessment of the customer groups you've targeted or plan to pursue, as well as, the competition and marketing efforts thus far. Describe how you will reach these customers and market your products or services to them. Include potential advertising ideas and strategies, as well as descriptions of promotion campaigns you plan to implement. Is the market growing, how fast is it growing, and what evidence do you have that your product will flourish in the market.

4. The Product/Service: Here is where you describe your product and/or service and what sets it apart from what is already in existence. What are the components of the product/service? How much do you charge? What services don't you provide? What kind of warranty do you provide and what are its particular provisions?

5. Sales and Promotion: This is your assessment of how you intend to carry out your marketing plan---how you will reach your customers and sell to them. What kind of public relations do you have planned? Will it be done internally or will you hire a public relations firm?

6. Finances: Here is where you detail your past results, if any, and your expectations for the future. This section should include cash flow

projections, profit and loss statements, balance sheets, expenses etc. All figures should be in traditional accounting format. If you need outside financing specify how much you need, how and when it will be used, and how and when you will repay your investors. Consider hiring a Certified Public Accountant to help you prepare this section.

Licenses, Permits, and Regulations

Building, Construction, and Land Development

Notes

Departments of Planning and Zoning

Rouss City Hall, 3rd Floor, Suite 318

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815

(540) 722-3618 fax

Email: plngdept@ci.winchester.va.us

Website: www.winchesterva.gov/planning

The Planning office undertakes long range planning, special purpose planning, review and amendment of the Comprehensive Plan, adjustments of property lines, transportation and land-use planning, site plan review and approval, staffing for Planning Commission, staffing for Board of Architectural Review, conditional use permits, amendments to zoning ordinance, and land subdivision ordinance. Staff also serves on the Northern Shenandoah Valley Regional Commission, the Winchester-Frederick County Metropolitan Planning Organization (MPO), and other multi-jurisdictional initiatives. The Planning office maintains zoning maps, flood plain maps, census maps and data, and a collection of aerial photographs.

Information on fees and forms are available to download from the Forms & Fees page on the Department's website at

<http://www.winchesterva.gov/planning/>

Conditional Use Permits, Planning Department

Rouss City Hall, 3rd Floor, Suite 318

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815

(540) 722-3618 fax

Email: plngdept@ci.winchester.va.us

Within various zoning districts, there are certain uses that are allowed only with a Conditional Use Permit (example: night clubs, adult book stores). To obtain this permit, the applicant must submit an

application to the Planning Department and attend public hearings before the Planning Commission and the City Council. City Council has final approval of Conditional Use Permits, and may apply conditions to the approval of the permit.

Certain business uses such as Massage Parlors and Taxi Cabs require additional permits which are issued by the Police Department.

Site Plan, Planning Department

Rouss City Hall, 3rd Floor, Suite 318
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 722-3618 fax
Email: plngdept@ci.winchester.va.us

Whenever the use of a property or structure changes or expands, including changes to off-street parking, a site plan is required in accordance with the zoning ordinance. This includes residential reuse on the upper floors of downtown buildings.

Certificate of Occupancy, Zoning Department

Rouss City Hall, 3rd Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 722-3618 fax
Email: plngdept@ci.winchester.va.us

Certificate of Occupancy Permit is required for change in use of building or business relocation to determine if business type meets zoning requirements for new location. Certain inspections are required before a Certificate of Occupancy can be issued. The Commissioner of Revenue's office requires a Certificate of Occupancy prior to granting a license to a business.

The application can be downloaded from
www.winchesterva.gov/planning/documents/cob.pdf

On the Web

The Planning and Zoning Departments provide a wealth of information on-line. To find out more about corridor enhancement districts, the historic overlay district, conditional use permits, zoning variances, vacating a right-of-way, business home occupation, moving property lines and much more visit the City's website at www.winchesterva.gov/planning

Notes

Home Occupation Permit, Zoning Department

Rouss City Hall, 3rd Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 722-3618 fax

Home occupation permits for businesses operated in a residence by occupants of the residence are issued by the Zoning Administrator. A home occupation permit application can be downloaded from www.winchesterva.gov/planning/documents/coh.pdf

Signage Approval, Zoning Department

Rouss City Hall, 3rd Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 722-3618 fax

Any free standing, permanent sign which requires a building permit must be reviewed by the zoning administrator. The zoning administrator reviews the location, set back, height, placement, mounting, illumination, and size.

The sign permit application can be downloaded from
www.winchesterva.gov/inspect/documents/signappl.pdf

Board of Architectural Review (BAR) Certificate of Appropriateness, Planning Department

Rouss City Hall, 3rd Floor, Suite 318
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 667-3618 fax
E-mail: plngdept@ci.winchester.va.us

The Historic Winchester District was established in 1967 to preserve and protect the architectural and cultural heritage of Winchester. In 1980, 45 blocks

of the Historic District (including the Old Town Commercial District) were placed on the National Register of Historic Places by the Department of the Interior. The Board of Architectural Review (BAR) was formed to administer the Historic District. Generally, the Board meets the first and third Thursday of each month, except during holiday weeks. Deadline for submission of application is generally the Thursday prior to the bi-monthly meetings. The BAR must approve a Certificate of Compliance (COA) before the following before a building permit can be issued or work otherwise commences: signs, walls or fences, new construction, additions to existing buildings, changes to the exterior appearance such as changes to windows and doors, awnings and marquees, siding, roofing material and renovation of a storefront. There are no application fees except for demolition of a structure 75 years or older. The BAR uses the *Secretary of the Interior's Standards for Rehabilitation* as a guide. Sign permits may be required from the Zoning Department.

Design guideline pamphlets and applications are available in the Planning Office or via the Planning Department page of the City's website www.winchesterva.gov/planning/documents/barappl.pdf

Additional permits are required from OTDB for portable signs in the Primary and Secondary Assessment districts downtown, and for sidewalk cafés on the Old Town Loudoun Street Mall.

See pages 64 for map of Winchester Historic District. See page 65 for map of Old Town Primary and Secondary Assessment districts.

Department of Building Inspections

Rouss City Hall, 3rd Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 722-3618 fax
E-mail: inspect@ci.winchester.va.us

The Building Inspections and Code Enforcement Department strives to administer the Building Code and Property Maintenance regulations and associated laws of the Commonwealth and City, in a courteous, responsive, and professional manner, contributing to the safety, well being and general interest of the citizens.

Notes

Building Permits, Inspections Department

Rouss City Hall, 3rd Floor

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815

(540) 722-3618 fax

E-mail: inspect@ci.winchester.va.us

Building permits are required before the following may be commenced:

1. Constructing, reconstructing, enlarging, altering, or demolishing a structure.
2. Changing the use of a structure either within the same group classification or to a different group classification when the new use requires greater degrees of structural strength, fire protection, exit facilities, ventilation, or sanitary provisions.
3. Installing or altering any equipment which is regulated by the USBC.
4. Removing or disturbing any asbestos containing materials during demolition, alteration, renovation of, or additions to structures.
5. Moving a lot line which affects an existing structure's continued compliance with the building regulations under which it was built.
6. For emergency construction, alterations, or equipment replacement, the permit application shall be submitted the next working day following such emergency work.

Required Inspections, Inspections Department

Rouss City Hall, 3rd Floor

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815

(540) 722-3618 fax

E-mail: inspect@ci.winchester.va.us

This is not intended to be a complete list of all required inspections.

- All footings are inspected after excavation and before pouring concrete.
- All slabs are inspected prior to pouring concrete with all steel in place.
- Concrete walls are inspected prior to pouring

- concrete with all steel in place.
- Backfill / foundation drainage inspection prior to burying habitable basements.
- All plumbing & gas piping and electrical conduit or wiring prior to covering ditch.
- All gas lines, fuel lines, water & sewer lines must be pressure tested.
- Rough-in inspections of plumbing, electrical, hvac & gas prior to concealment.
- Framing inspection of floors, walls and roofs prior to insulating.
- Insulation inspection prior to hanging drywall.
- Fireplace hearth inspection prior to pouring concrete with all steel in place.
- Inspection required on all electrical services prior to connection by power company.
- Final inspection.
- Electrical bonding & steel placement inspection for all pools.

Contact the Inspections Department to determine if special inspections are required.

Sign Permit, Inspections Department

Rouss City Hall, 3rd Floor
 15 North Cameron Street
 Winchester, VA 22601
 (540) 667-1815
 (540) 722-3618 fax
 E-mail: inspect@ci.winchester.va.us

Sign permits are required for signs placed on the exterior of buildings. A Certificate of Appropriateness from the Board of Architectural Review is also required for buildings located within the Historic Winchester District. Special restrictions or exemptions may apply. An application can be downloaded from <http://www.winchesterva.gov/inspect/documents/signappl.pdf>

Portable sign regulations and permit application form for portable signs located in the Old Town Primary and Secondary Assessment districts are available from the OTDB office. All other portable sign permits must be obtained from the Inspections Office.

On the Web

The state requires that certain tradesmen, such as plumbers, electricians, gas, & steam fitters, etc. be tested as part of the state licensure process. Contact the Virginia Department of Professional and Occupational Regulation at (804) 367-8500 or <http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm>

*From "Contractor FAQ's" on the City of Winchester's website at www.winchesterva.gov
 You need a State Contractor's Class C License if you bid or perform a job valued between \$1,000 and \$7,500. You need a State Contractor's Class B License if you bid or perform a job valued between \$7,500 and \$70,000. You need a State Contractor's Class A License if you bid or performs jobs in excess of \$500,000 per calendar year.*

Notes

Demolition Permits, Inspection Department

Rouss City Hall, 3rd Floor

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815

(540) 722-3618 fax

Email: inspect@ci.winchester.va.us

A permit is required for partial and full building demolition. Buildings located within the Historic Winchester District also require review by the Board of Architectural Review (BAR) in the form of a public hearing. An application fee is also required for buildings 75 years or older.

Winchester Public Services Department

Utilities and Engineering

Rouss City Hall, Fourth Floor

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815

Website: www.winchesterva.gov/utilities

Environmental Maintenance

Winchester City Yards

301 East Cork Street

Winchester, VA 22601

(540) 667-1815

(540) 662-4627 fax

E-mail: publicworks@ci.winchester.va.us

The Department of Public Services is divided into four divisions: utilities, environmental maintenance, engineering/GIS, and buildings maintenance. Environmental maintenance is responsible for streets and storm water maintenance, traffic management, and refuse and recycling.

Block Party Permit, Environmental Maintenance

Winchester City Yards
301 East Cork Street
Winchester, VA 22601
(540) 667-1815
(540) 662-4627 fax
E-mail: publicworks@ci.winchester.va.us

Contact the Environmental Maintenance department to receive a permit to block a city street for events, parties, etc.

Other permits may be required, i.e. parades require a permit from the Police Department (see page 13) and tents must be inspected by the Inspections Department (see page 6).

Drive-Way Curb-Cut Permit, Environmental Maintenance

Winchester City Yards
301 East Cork Street
Winchester, VA 22601
(540) 667-1815
(540) 662-4627
E-mail: publicworks@ci.winchester.va.us

A permit is required with addition of or change of entry (driveway, curb-cut) to property.

Call Miss Utility before you dig at (800) 257-7777.

Pavement Cut Permit, Environmental Maintenance

Winchester City Yards
301 East Cork Street
Winchester, VA 22601
(540) 667-1815
(540) 662-4627 fax
E-mail: publicworks@ci.winchester.va.us

Permit required if pavement in front of property needs to be cut for utility or other.

Call Miss Utility before you dig (800) 257-7777.

On the Web

The key goals of the GIS Division are to create and maintain high-quality spatial data for City Departments and the public. Through interactive online mapping, the GIS division also provides city information via the Internet at <http://gis.winchesterva.gov/main.php>.

The GIS Division also offers aerial photographs and maps of the City. Pricing information is available on the GIS website.

Notes

Land Disturbance Permit, Environmental Maintenance

Winchester City Yards
301 East Cork Street
Winchester, VA 22601
(540) 667-1815
(540) 662-4627 fax
E-mail: publicworks@ci.winchester.va.us

A permit is required for any land-disturbing activities that may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands, including, but not limited to, clearing, grading, excavating and transportation and filling of land. Contact Environmental Maintenance for a permit application.

Permitting for Items Specified in the Statewide Fire Prevention Code, Winchester Fire and Rescue Department

Winchester Fire and Rescue Department
231 East Piccadilly Street, Suite 330
Winchester, VA 22601
(540) 662-2298 (non-emergency & information services)
(540) 542-1318 fax
E-mail: winfrd@ci.winchester.va.us
9-1-1 (emergency only)

The Fire and Rescue Department issues Hazardous Use permits for various items specified in the Statewide Fire Prevention Code, including, but not limited to: Fireworks, Blasting Operations and Open Burning.

Business Formation, Registration, and Licensing

Filing of Business/Corporation/Company Name, Circuit Court Clerk's Office

Winchester Circuit Court

5 North Kent Street

Winchester, VA 22601

(540) 667-5770

Website: www.winfredclerk.com

No person, partnership, limited liability company or corporation may conduct or transact business in this Commonwealth under any assumed or fictitious name until they file a certificate in the Circuit Court Clerk's office in the county or city in which their business is conducted. Certain exceptions and conditions apply. Please check with the Circuit Court Clerk's office for more information pertaining to your particular business.

Business & Professional Occupational License (BPOL), Commissioner of the Revenue

Rouss City Hall, Main Floor

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815

(540) 667-8937 fax

All businesses (individuals, persons, firms, corporations and businesses) operating within the city limits of Winchester must have a current business license from the City Commissioner of the Revenue's office. This license must be applied for by March 1 of the current tax year, or before beginning a business, and must be paid for within 30 days of opening. Annual renewal information is available and offers information regarding filing and the types of property that should be reported.

Notes

Notes

Permitting for Specific Activities and Business Uses, Winchester Police Department

231 East Piccadilly Street, Suite 310

Winchester, VA 22601

(540) 662-4131 (non-emergency & information services)

9-1-1 (emergency only)

(540) 542-1314 fax

Website: www.winchesterpolice.org

The Police Department issues permits for: parades, parking, taxi drivers, and massage parlors.

Certificate of Authority for Firms Incorporated Outside of Virginia, State Corporation Commission

Clerk's Office

State Corporation Commission

PO Box 1197

Richmond, VA 23218-1197

(804) 371-9733

(800) 552-7945

Website: www.scc.virginia.gov

A corporation incorporated outside of Virginia but doing business in Virginia must obtain a Certificate of Authority from the State Corporation Commission. The firm must also pay a filing fee and an entrance fee based on the number of authorized shares of stock shown in the corporation's charter.

For corporation forms visit

<http://www.scc.virginia.gov/clk/formfee.aspx>

Download the charter/entrance fee schedule from

http://www.scc.virginia.gov/clk/dom_corp.aspx

Franchise Registration, Virginia State Corporation Commission

Virginia State Corporation Commission

Securities and Retail Franchising Division

PO Box 1197

Richmond, VA 23218

(804)371-9187

Website: www.scc.virginia.gov

The Virginia State Corporation Commission is responsible for franchise registration in Virginia.

Incorporation in Virginia

Clerk's Office
Virginia State Corporation Commission
PO Box 1197
Richmond, VA 23218-1197
(804) 371-9733
(800) 552-7945
Website: www.scc.virginia.gov

To become incorporated in Virginia, an organization must file articles of incorporation with the State Corporation Commission and pay the required filing and charter fees. The charter fee is based on the number of authorized shares of stock shown in the articles of confederation.

For corporation forms visit

<http://www.scc.virginia.gov/clk/formfee.aspx>

Download the charter/entrance fee schedule from

http://www.scc.virginia.gov/clk/dom_corp.aspx

Partnerships

Virginia State Corporation Commission
PO Box 1197
Richmond, VA 23218-1197
(804) 371-9733
(800) 552-7945
Website: www.scc.virginia.gov

Limited partnerships are formed by filing certificates of limited partnership with the State Corporation Commission. For limited partnership forms and fees visit http://www.scc.virginia.gov/clk/dom_lp.aspx

General partnerships may, but are not required to, file a statement of partnership authority with the State Corporation Commission. For general partnership forms and fees visit <http://www.scc.virginia.gov/publicforms/458/upa93.pdf>

On the Web

A written guide to starting and running your business successfully is essential. This plan will encourage loans, promote growth, and provide a map for you to follow. To begin writing your business plan visit

<http://www.sba.gov/smallbusinessplanner/plan/writeabusinesplan/index.html>

Notes

Both general partnerships and limited partnerships may register as a limited liability partnership by filing a Statement of Registration with the State Corporation Commission. For limited liability partnership forms and fees visit http://www.scc.virginia.gov/clk/for_rlln.aspx

Securities Registration, Virginia State Corporation Commission

Securities and Retail Franchising Division
Virginia State Corporation Commission
PO Box 1197
Richmond, VA 23218-1197
(804) 371-9187
(800) 552-7945
Website: www.scc.virginia.gov

Securities and persons offering or selling securities must be registered with the State Corporation Commission, or the transaction must be exempt under the Virginia Securities Act before they may be offered or sold. Investment advisors and their representatives must also be registered with the State Corporation Commission.

Trademark Registration, Virginia SCC

Securities and Retail Franchising Division
Virginia State Corporation Commission
PO Box 1197
Richmond, VA 23218-1197
(804) 371-9187
(800) 552-7945
Website: www.scc.virginia.gov

Any person who owns and uses a trademark in Virginia may file an application for registration of the trademark with the State Corporation Commission.

Employment and Labor

Child Labor

Virginia Department of Labor and Industry
Division of Labor and Employment Law
13 South 13th Street
Richmond, VA 23219
(804) 786-2386
(804) 371-2324 fax
Website: www.dli.state.va.us

Minors under 16 years of age are required to obtain employment certificates before they may work. Employment certificates can be obtained from Handley High School. There is no regulation of hours and no employment certificate is needed for employees 16 or 17 years of age.

All minors are prohibited from engaging in hazardous employment. The Division of Labor and Employment Law maintains a listing of jobs in which minor can and cannot be employed.

Employer Identification Number

U.S. Internal Revenue Service
(800) 829-3676 (Forms & Publications)
(800) 829-4933 (Business & Specialty Tax Line)
Website: www.irs.gov

All businesses, except sole proprietorships with no employees, must have an Employer Identification Number (EIN). The Federal EIN is a nine-digit number used by the IRS to identify taxpayers required to file various business tax returns.

To apply for an EIN, an SS-4 form must be submitted to the IRS. Additional information on EINs can be found in IRS Publication 1635, *Understanding Your EIN—Employer Identification Number*.

On the Web

***YouthRules!** was launched by the U.S. Department of Labor in May 2002 to increase public awareness of Federal and State rules concerning young workers. Through the **YouthRules!** initiative, the U.S. Department of Labor and its partners seek to promote positive and safe work experiences that help prepare young workers to enter the 21st Century workforce. To find out more visit www.youthrules.dol.gov*

Notes

Employment Eligibility/Employment of Aliens

U.S. Department of Justice
Immigration and Naturalization Service
(800) 357-2099 (Employer Hotline)
(800) 305-2523 (fax Employer Hotline)
(800) 870-3676 (To order INS Forms)
E-mail: office.business.liason.usdoj.gov
Website: <http://www.uscis.gov/portal/site/uscis>

All U.S. employees are responsible for verifying the identity and employment eligibility of all hired employees performing services in the United States as well as completing and retaining on file an Employment Eligibility Verification Form (I-9).

Employment Public Notice Requirements

Required State Posters

“Occupational Safety and Health: Job Safety and Health Protection”

Advises employees of their rights and responsibilities under the OSHA law. Must be posted by all private and public employers. Employers are subject to a citation and possible fine if poster is not displayed.

This poster can be obtained from:

Virginia Department of Labor and Industry
Virginia Occupational Safety and Health Program
13 South Thirteenth Street
Richmond, Virginia 23219
(804) 786-8011

“Unemployment Insurance: Notice to Workers”

Advises employees on when they are eligible for unemployment insurance benefits and how to apply for those benefits. Must be posted by every employer subject to the unemployment insurance laws.

This poster can be obtained from:

Virginia Employment Commission
Client Relations Department
P.O. Box 1358
Richmond, Virginia 23218
(804) 786-4359

“Workers Compensation Insurance: Workers’ Compensation Notice”

Advises employees and employers of their rights and responsibilities under the Workers’ Compensation Law in case of injury or occupational disease. Must be posted by every employer within the operation of the Virginia Workers’ Compensation Act.

This poster can be obtained from:
Workers’ Compensation Commission
1000 DMV Drive
Richmond, Virginia 23220
(804) 367-8699

Required Federal Posters

“Notice to all Employees Working on Federal
or Federally Financed Construction Projects” (WH Publication 1321)

All construction contractors and subcontractors working on federally financed construction, where the project is \$2,000 or more, must post this notice at the job site along with a copy of the specification section of their contract with the federal government setting forth applicable prevailing wage rates for laborers and mechanics as determined by the Secretary of Labor. Poster sets forth minimum wage and overtime information for laborers and mechanics as set forth in the Davis-Bacon Act and the Contract Work Hours and Safety Standards Acts.

This poster can be obtained from:
U.S. Department of Labor
Wage and Hour Division
Employment Standards Administration
400 N. Eighth Street, Room 416
Richmond, Virginia 23240
(804) 771-2995
www.dol.gov/osbp/sbrefa/poster/main.htm

“Equal Employment Opportunity is the Law” (GPO: 920-752) (English/Spanish/Chinese)

Combines all relevant information regarding employee rights under Title VII of the Civil Rights Act of 1964, as amended, The Age Discrimination in Employment Act of 1967, as amended, The Equal Pay Act of 1963, as amended, and other EEO laws. Should be posted by 1) all employers of 15 or more employees; 2) all government contractors and subcontractors regardless of number of employees; 3) federal, state, and local governments without regard to the number of employees in the employing unit; 4) employment agencies serving such employers; and 5) labor organizations with 25 or more members.

This poster can be obtained from:
U.S. Department of Labor
Richmond Area Office
Equal Employment Opportunity Commission
3600 West Broad Street, Suite 229
Richmond, Virginia 23230
(804) 278-4651
toll-free (800) 669-4000
www.dol.gov/osbp/sbrefa/poster/main.htm

“Your Rights Under the Fair Labor Standards Act” (WH Publication 1088)

Sets forth the federal minimum wage and the payment of time and a half for overtime hours for covered and nonexempt employees. Summarizes regulations governing the employment of minors under the age of 18. Must be posted by employers who are covered by the Act.

This poster can be obtained from:
U. S. Department of Labor
Wage and Hour Division
Employment Standards Administration
400 North Eighth Street , Room 416
Richmond, Virginia 23240
(804) 771-2995
www.dol.gov/osbp/sbrefa/poster/main.htm

“Your Rights Under the Family and Medical Leave Act of 1993”

Advises employees of their rights to up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons.

This poster can be obtained from:
U.S. Department of Labor
Wage and Hour Division
Employment Standards Administration
400 North Eighth Street, Room 416
Richmond, Virginia 23240
(804) 771-2995
www.dol.gov/osbp/sbrefa/poster/main.htm

“Notice Employee Polygraph Protection Act” (September 1988)

Advises employees of their rights regarding lie detector tests for pre-employment screening or during the course of employment.

This poster can be obtained from:
U. S. Department of Labor
Wage and Hour Division
Employment Standards Administration
400 North Eighth Street, Room 416
Richmond, Virginia 23240
(804) 771-2995
www.dol.gov/osbp/sbrefa/poster/main.htm

“Notice to Employees Working on Government Contracts” (WH Publication 1313)

Advises employees that they may be entitled to receive certain minimum wages and fringe benefits and may be entitled to overtime compensation. Also, contains certain safety and health regulations and child labor requirements. Must be posted by any company performing government contract work subject to the McNamara-O'Hara Service Contract Act or the Walsh-Healey Public Contracts Act.

This poster can be obtained from:
U.S. Department of Labor
Wage and Hour Division
Employment Standards Administration
400 North Eighth Street, Room 416

Richmond, Virginia 23240
(804) 771-2995
www.dol.gov/osbp/sbrefa/poster/main.htm

“Migrant and Seasonal Agricultural Worker Protection Act (MSPA)”

Each farm labor contractor, agricultural employer and agricultural association which employs any migrant agricultural worker shall post and keep posted in a conspicuous place at the place of employment a poster prepared by the Department of Labor which explains the rights and protections for workers required under the Migrant and Seasonal Agricultural Worker Protection Act.

This poster can be obtained, viewed and printed from:
U.S. Department of Labor
Wage and Hour Division Employment Standards Administration
400 North Eighth Street, Room 416
Richmond, Virginia 23240
(804 771-2995
www.dol.gov/osbp/sbrefa/poster.main.htm

Payroll and Wages

Virginia Department of Labor and Industry
Division of State Labor Law Administration
Powers-Taylor Building
13 South 13th Street
Richmond, VA 23129
(804) 786-2386
Website: www.dli.state.va.us

Employers in Virginia must establish regular pay periods and rates of pay for all employees except executive personnel. Salaried employees are paid at least once a month. Employees paid based on an hourly rate must be paid once every two weeks or twice a month.

All employees in Virginia not covered by the federal Fair Labor Standards Act (FLSA) are covered by the Virginia Minimum Wage Law if the employer has four or more employees and is not specifically excluded. The Virginia Minimum Wage Law provides a minimum wage rate identical to FLSA. This law allows a wage rate lower than the standard minimum wage in certain situations in which the employee is in training. A firm that engages in interstate commerce and/or has gross sales in excess of \$500,000 annually must abide by the federal requirements. A firm not engaged in interstate commerce and having gross sales of less than \$500,000 annually is subject to the Virginia law.

On the Web

National Council on Compensation Insurance, Inc., (NCCI) manages the nation's largest database of workers compensation insurance information. NCCI analyzes industry trends, prepares workers compensation insurance rate recommendations, determines the cost of proposed legislation, and provides a variety of services and tools to maintain a healthy workers compensation system. Visit them online at www.ncci.com for more information.

Right-to-Work

Virginia Department of Labor and Industry
Division of Labor and Employment Law
Powers-Taylor Building
13 South 13th Street
Richmond, VA 23129
(804) 786-2386
Website: www.dli.state.va.us

Virginia is a "Right-to-Work" state. Under Virginia statute, the right to work cannot be denied to an individual on account of membership or non-membership in a labor union or labor organization. An employer cannot require employees to become or remain members of a labor union or require that dues or fees be paid to a union or labor organization as a condition of employment.

The law prohibits a closed shop, where employers may hire only members of the contracting union, and a union shop, where the employee who is not a member of a union must join after a certain period of employment and must remain a member as a condition of employment.

Workers' Compensation Insurance

Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
(804)367-8600
(877) 664-2566 (toll-free VA only)
Website: www.vwc.state.va.us

Virginia law requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. Employers with fewer than three employees may voluntarily come under the Act. The cost varies by industry, occupation, state, and insurance carrier.

Food and Beverage

Alcoholic Beverage Licenses, Virginia ABC Board

Virginia ABC Board, Region 3 Office

460 Commerce Square

Staunton, VA 24401

(540) 332-7800

(540) 332-7814 fax

Website: www.abc.state.va.us/licensing.html

Retail outlets selling alcoholic beverages must be licensed by the Virginia ABC Board. The ABC Board issues licenses based upon the type of beverage, type of establishment or place of consumption. The licenses allow for the sale of wine, beer, and/or mixed beverages. To obtain and keep one of these licenses, all applicants must strictly comply with a number of ABC laws and regulations.

Examples of ABC laws include: prohibiting the sale of alcohol to minors and intoxicated persons, the responsibility of the licensee to maintain complete and accurate records, restrictions on advertising, and food sale requirements.

Food Services Permits, Winchester/Frederick Health Department

107 North Kent Street, Suite 201

Winchester, VA 22601

Phone: (540)722-3480

Fax: (540) 722-3479

Website: www.vdh.virginia.gov/LHD/lordf/districtInfo.asp

The Environmental Health Division inspects and issues necessary permits to food service establishments. The department conducts pre-opening and routine inspections to ensure compliance with health requirements. The Environmental Health Division also inspects and issues necessary permits to public swimming pools, hotels, inns, and B&B's.

Notes

Occupational Licenses and Permits

The city, state, and federal government require licenses or permits for individuals or businesses engaged in certain enterprises.

	Occupation/Industry	Agency to Contact
City of Winchester	<ul style="list-style-type: none"> ▪ Massage parlors ▪ Taxi drivers 	City of Winchester Police Department 231 East Piccadilly Street, Suite 310 Winchester, VA 22601 (540) 662-4131 (non-emergency & information services) 9-1-1 (emergency only) (540) 542-1314 fax www.winchesterpolice.org
	<ul style="list-style-type: none"> ▪ Hotels, Inns, B&Bs ▪ Owners or managers of commercial swimming pools ▪ Food service establishments 	Winchester/Frederick Health Department 107 North Kent Street, Suite 201 Winchester, VA 22601 Phone: (540) 722-3480 Fax: (540) 722-3479 www.vdh.virginia.gov/LHD/lordf/districtInfo.asp
Commonwealth of Virginia	<ul style="list-style-type: none"> ▪ Agricultural products dealer ▪ Pesticide application 	Virginia Department of Agriculture and Consumer Services 1100 Bank Street Richmond, VA 23219 (804) 786-2373 www.vdacs.state.va.us
	<ul style="list-style-type: none"> ▪ Accounting ▪ Architects ▪ Asbestos contractors and workers ▪ Auctioneers ▪ Barbers ▪ Contractors ▪ Cosmetology ▪ Hearing aid dealers and fitters ▪ Interior designers ▪ Land surveyors ▪ Landscape architects ▪ Opticians ▪ Professional soil scientists ▪ Real estate appraisers, brokers, and salespersons ▪ Tradesman 	Virginia Department of Professional and Occupational Regulation 3600 West Broad Street Richmond, VA 23230 (804) 367-8500 (804) 367-2475 (fax) E-mail: dpor@dpor.state.va.us Website: http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm

Commonwealth of Virginia	<ul style="list-style-type: none"> ▪ Audiology/speech language pathology ▪ Counselors ▪ Dentists ▪ Funeral directors and embalmers ▪ Doctors ▪ Nursing ▪ Nursing home administrators ▪ Optometry ▪ Pharmacy ▪ Physical therapy ▪ Psychology ▪ Social work ▪ Veterinary medicine 	<p>Virginia Department of Health Professions 6606 West Broad Street, 4th Floor Richmond, VA 23230 (804) 662-9900 (804) 662-9943 (fax) (804) 662-7636 (license information) www.dhp.state.va.us</p>
	Attorneys	<p>Virginia Board of Bar Examiners Shockoe Centre, Suite 225 11 South 12th Street Richmond, VA 23219 (804) 786-7490 www.vbbe.state.va.us</p>
	Private security firms and agencies	<p>Virginia Department of Criminal Justice Services Private Security Section 805 East Broad Street Richmond, VA 23219 (804) 786-4700 (804) 786-6344 (fax) www.dcjs.state.va.us/privatesecurity</p>
	Motor vehicle dealers	<p>Motor Vehicle Dealer Board 2201 West Broad Street, Suite 104 Richmond, VA 23219 (804)367-1100 (800) 270-0203 (Toll free in VA only) (804) 367-1053 (fax) http://www.mvdb.virginia.gov/</p>
	Private trade, business, and correspondence schools	<p>Virginia State Board of Education Proprietary Schools Specialist Office of Adult Education and Literacy Virginia Department of Education PO Box 2120 Richmond, VA 23218 (804) 225-2848 or (804) 225-2100 (804) 786-0809 (fax)</p>
	Insurance agents, brokers, and agencies	<p>State Corporation Commission Division of Securities and Retail Franchising PO Box 1197 Richmond, VA 23218 (804) 371-9206 (800) 552-7945 (Toll free in VA only)</p>
	<p>For more information regarding licensing of other businesses and occupations, contact the Virginia state government at (804) 786-0000 or at www.virginia.gov</p>	

U.S. Federal Government	Alcohol, tobacco, and firearms productions and sales	Office of Liaison and Public Information U.S. Bureau of Alcohol, Tobacco, and Firearms 650 Massachusetts Avenue, NW Washington, D.C. 20226 (202) 927-8500 www.atf.treas.gov Alcoholic Beverages: www.atf.gov/alcohol/permits.htm Tobacco: www.atf.gov/tobacco/permit.htm Firearms: http://www.atf.gov/firearms/index.htm Explosives: www.atf.treas.gov/explarsion/index.htm
	Broadcasting	Federal Communications Commission 445 12 th Street, SW Washington, DC 20554 (888) 225-5322 (202) 418-2830 www.fcc.gov
	Food, pharmaceutical, medical device, and cosmetics production	U.S. Food and Drug Administration 5600 Fishers Lane Rockville, MD 20857 (888) 463-6332 www.fda.gov
	Securities sales	U.S. Securities and Exchange Commission 450 5 th Street, NW Washington, DC 20549 (202) 942-8088 http://www.sec.gov/

Notes

Motor Vehicle Requirements

Motor Vehicle Registration

Virginia Department of Motor Vehicles
P.O. Box 27412
Richmond, VA 23269
Toll Free: 1-866-DMVLINE (1-866-368-5463)
Web-site: www.dmv.virginia.gov

Before you can get on the road with your motor vehicle, motorcycle, tractor truck, trailer or semitrailer, you're required to title and register it at one of our customer service centers (CSCs) or a DMV Select office. Your yearly registration fee is determined by the empty weight or gross weight of your vehicle, the type of license plate you purchase and if you register for one or two years. Two-year registration is not available if your vehicle has a gross weight of 55,000 pounds or more, is registered under the International Registration Plan, or if you have paid the uninsured motor vehicle fee.

Motor Vehicle Inspection

Virginia State Police
Phone: (540) 829-7414
Website: <http://www.vsp.state.va.us/>

Annual safety inspections are required once you have registered a vehicle with the Division of Motor Vehicles in the state of Virginia. If the "actual gross weight" of a trailer is 3,000 pounds or more, it is required to have brakes and is required to be inspected. (The "actual gross weight" is the weight of the trailer plus the weight of any load that the trailer is carrying.) If the "actual gross weight" is less than 3,000 pounds, it is not required to be inspected; however, any trailer under 3,000 that is equipped with brakes is also required to be inspected. Visit the website listed above to find a qualified safety inspection station.

On the Web

Information about dealer services, insurance industry services, motor carrier services, and driver improvement clinic programs are available from the Virginia Department of Motor Vehicles' commercial services web page at www.dmv.virginia.gov/webdoc/commercial/index.asp.

Notes

Vehicle Decals and Personal Property Tax Reporting

City Commissioner of the Revenue

Rouss City Hall, Main Floor

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815

(540) 667-8937 fax

The owner of each vehicle which has a situs (location) in the City of Winchester must obtain and conspicuously display a city decal for their vehicle according to the direction printed on the reverse of the decal. The application for the license and for each annual renewal shall be made to the Commissioner by mail or in person, on forms provided by the Commissioner, and will contain the same information as that appearing on the state automobile registration card.

Business Financing

Local

Winchester Economic Development Authority

15 North Cameron Street
Winchester, VA 22601
(540) 722-7575
(540) 722-3618 (fax)
www.winchesterva.gov/econ

Industrial Revenue Bond Financing: The City of Winchester Economic Development Authority has the legislative authority to issue private activity tax-exempt bonds to finance the acquisition of land, building, and new capital equipment for certain businesses and nonprofit organizations located in the City of Winchester. These Industrial Revenue Bonds are available to 501(c)(3) nonprofit organizations and small manufacturing businesses that meet the qualifications and restrictions defined in the U.S. Tax Code.

State

Center for Innovative Technology

2214 Rock Hill Road
Suite 600
Herndon, VA 20170-4228
(703) 689-3000
(703) 689-3041 fax
Website: www.cit.org

Proposal Assistance Award: Funding assistance is available to qualifying companies to help pay for SBIR Phase I and II proposal preparation and review. Qualifying companies are those Virginia companies that lack proposal preparation experience and the necessary financial resources to hire experienced and successful grant writing consultants. This award can also be used to develop commercialization plans and market studies in support of SBIR/STTR projects. There is a \$1,000 maximum award for Phase I, and \$2,000 for Phase II. A 1:2 cash match is required from company. Federal Proposal Assistance Award Request form can be downloaded from CIT's website.

On the Web

To explore your financing options, visit the U. S. Small Business Administration's Business Financing Section at
<http://www.sba.gov/services/financialassistance/index.html>

This site provides information on equity financing, financing eligibility, grant resources, and many other useful topics.

Business Finance Group, Inc.

4165 Chain Bridge Road

Fairfax, VA 22030

Telephone: (703)352-0504

Fax: (703)352-9100

E-mail: info@businessfinancegroup.org

Website: www.virginiaasset.org

Business Finance Group is a non-profit lender financing commercial real estate (and long term equipment) for small businesses in the Mid-Atlantic region. The Business Finance Group offers 504 Loans with favorable fixed rates, a low down payment, and a 20 year term to assist in business expansion efforts.

Typical 504 Loan Structure						
Source	Project Costs	Lien	Rate	Funding Limits	Term-Real Estate	Term-M & E
Bank	50%	1 st	Market	No limit	Min. 10 Years	Min. 7 Years
504 Loan	40%	2 nd	Fixed	Min. \$50,000 Max. \$1,500,000	20 Years	10 Years
Borrower	10%					

Note: If a public policy goal is being met, the maximum 504 Loan amount increases to \$2,000,000. For a small manufacturer, the 504 portion of the project can be as large as \$4,000,000.

Virginia Small Business Financing Authority

707 East Main Street, Suite 300

Richmond, VA 23219

(804) 371-8200

(804) 371-8111 (fax)

(866) 248-8814 (toll free)

E-mail: webmaster@dba.state.va.us

Website: www.dba.state.va.us/financing/

The Virginia Small Business Financing Authority (VSBFA) stands ready to assist those businesses and non-profit organizations looking to grow in Virginia, the local economic development authorities and municipalities needing debt financing to attract businesses into their jurisdictions, as well as bankers seeking to find creative ways in which to make that next loan to a small business. The VSBFA is a political subdivision of the Commonwealth of Virginia whose mission is to promote Virginia businesses by increasing access to capital through the creative application of public and private financing, thereby maximizing employment opportunities and investment throughout the

Commonwealth. Through its portfolio of financing programs, the VSBFA assists in three primary ways: direct lending, indirect lending, and conduit financing.

In order for the VSBFA to offer a business financing assistance, the business must meet VSBFA's credit standards and meet the definition of a small business as defined in the Code of Virginia. That definition states that a "small business" must meet at least one of the following criteria:

- Has fewer than 250 employees; or
- Has less than \$10 million in annual gross revenues for each of its last three fiscal years; or
- Has a net worth of \$2 million or less; or
- Is a not-for-profit entity granted tax-exempt status under § 501 c 3 of the Internal Revenue Code and operating in the Commonwealth of Virginia.

Industrial Development Bond Program: Companies seeking to finance new manufacturing plants or improvements to existing manufacturing plants can obtain long-term financing at favorable interest rates through the use of industrial development bonds (IDBs). An IDB is a form of tax-exempt municipal bond issued by a state or local government entity to finance the acquisition, construction or equipping of a facility. For more information www.dba.state.va.us/financing/programs/industrial.asp

Loan Guaranty Program: Through the Loan Guaranty Program, the Virginia Small Business Financing Authority will guarantee a portion of a loan or line of credit extended by a commercial bank to a qualified Virginia business. With a guaranty from VSBFA, the bank benefits by reducing its risk in lending to the Virginia business, and the business benefits by accessing financing it would not otherwise have been able to obtain.

The maximum guaranty under the program is 75% of the loan or line of credit up to a maximum guaranty of \$500,000. The program can be used to provide a guaranty for a short-term line of credit or a term loan of up to three years in duration. For more information and an application www.dba.state.va.us/financing/programs/loan.asp

Virginia Capital Access Program: The Virginia Small Business Financing Authority's (VSBFA) Virginia Capital Access Program (VCAP) provides access to capital for Virginia businesses by encouraging banks in Virginia to make loans that they would otherwise not make due to a borrower's riskier profile. VCAP utilizes an insurance concept on a portfolio of loans by establishing a loan loss reserve at each participating bank which is funded by enrollment premiums paid by the Borrower/Bank and VSBFA. Because the participating bank determines what loans to enroll

Notes

without VSBFA's involvement, the Program is a flexible, non-bureaucratic tool to assist banks in meeting the financing needs of Virginia's businesses.

To apply for financing through VCAP, a business makes an application to a bank in Virginia participating in the Virginia Capital Access Program. For more information and a list of participating banks

www.dba.state.va.us/financing/programs/virginia.asp

Child Day Care Financing Program: Through our Child Day Care Financing Program, VSBFA provides low-interest installment loans to "regulated" Providers in the Commonwealth of Virginia. Start-ups are also eligible to apply. Loan proceeds can be used to meet or maintain childcare standards, including health, safety or fire codes or to make quality enhancements to their child care program. Loans may also be used for certain start-up costs; however, loans for building construction, working capital or to refinance or consolidate existing debt are not eligible under this program.

Interest rates are fixed at prime minus 3%. The maximum loan amount for Family Home Providers is \$5,000 and the repayment term may be up to five years. The maximum loan amount for Center-based Providers is \$50,000 and the repayment term may be up to five years. For more information and to download an application www.dba.state.va.us/financing/programs/child.asp

Department of Minority Business Enterprise

200-202 North 9th Street, 11th Floor

Richmond, Virginia 23219

1-800-223-0671 (Virginia Only)

(804) 786-3104 (P.A.C.E. Program Manager)

E-mail: dmbe@dmbe.state.va.us

Website: www.dmbe.virginia.gov

The P.A.C.E. Program (Providing Access to Capital for Entrepreneurs) combines the resources and expertise of the Department of Minority Business Enterprise through the Disadvantaged Capital Access Fund with the financial leverage of our lending partners across the Commonwealth to provide loan guarantees for economically disadvantaged entrepreneurs. The program is for the new or emerging entrepreneur who owns a for-profit company and is looking for working capital to expand or enhance his or her business.

Federal

U.S. Small Business Administration

Richmond District Office

Federal Building

400 North 8th Street, Suite 1150

Richmond, Virginia 23240

(804) 771-2400

Fax 771-2764

Website: www.sbaonline.sba.gov

Created in 1953, the U.S. Small Business Administration (SBA) is the only independent agency of the federal government with the sole purpose of assisting small businesses to start, grow, and prosper. Through an extensive network of SBA resources and partnerships with other public and private organizations, SBA is here to help the small business owner.

Basic 7(a) Loan Guaranty: This program serves as the SBA's primary business loan program to help qualified small businesses obtain financing when they might not be eligible for business loans through normal lending channels. It is also the agency's most flexible business loan program, since financing under this program can be guaranteed for a variety of general business purposes.

Loan proceeds can be used for most sound business purposes including working capital, machinery and equipment, furniture and fixtures, land and building (including purchase, renovation and new construction), leasehold improvements, and debt refinancing (under special conditions). Loan maturity is up to 10 years for working capital and generally up to 25 years for fixed assets.

For more information www.sba.gov/financing/sbaloan/7a.htm

Certified Development Company (CDC), a 504 Loan Program:

This program provides long-term, fixed-rate financing to small businesses to acquire real estate or machinery or equipment for expansion or modernization. Typically a 504 project includes a loan secured from a private-sector lender with a senior lien, a loan secured from a CDC (funded by a 100 percent SBA-guaranteed debenture) with a junior lien covering up to 40 percent of the total cost, and a contribution of at least 10 percent equity from the borrower.

For more information www.sba.gov/financing/sbaloan/cdc504.htm

On the Web

Women business owners are critically important to the American economy.

America's 9.1 million women-owned businesses employ 27.5 million people and contribute \$3.6 trillion to the economy.

The SBA is a very strong advocate for women entrepreneurs and offers many programs and services to help them succeed. Visit www.sba.gov/financing/special/women.html for unique opportunities and guidance for women entrepreneurs.

Notes

Microloan, a 7(m) Loan Program: This program provides short-term loans of up to \$35,000 to small businesses and not-for-profit child-care centers for working capital or the purchase of inventory, supplies, furniture, fixtures, machinery and/or equipment. Proceeds cannot be used to pay existing debts or to purchase real estate. The SBA makes or guarantees a loan to an intermediary, who in turn, makes the microloan to the applicant. These organizations also provide management and technical assistance. The loans are not guaranteed by the SBA. The microloan program is available in selected locations in most states.

For more information

www.sba.gov/financing/sbaloan/microloans.htm

Business Taxes

Business Tangible Personal Property Tax, City Commissioner of the Revenue

Rouss City Hall, Main Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 667-8937 fax

The City of Winchester levies a tax on tangible personal property used in a trade or business (such as furniture, fixtures, machinery and tools) located in the City on January 1. Returns must be filed with the Commissioner of Revenue by May 1 of each year. Payment is due by December 5. Businesses must itemize their personal property and/or equipment, stating the date of purchase for each item and original purchase price. The Business Schedule for furniture, fixtures and equipment, machinery and tools used in manufacturing and mining can be downloaded from www.winchesterva.gov/crev/documents/businessschedule.pdf

Meals Tax, City Commissioner of the Revenue

Rouss City Hall, Main Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 667-8937 fax

The City of Winchester meals tax is paid by the purchaser, collected by the seller and remitted monthly to the City. The tax rate is 5% on all sales totaling \$0.50 or more. Meals tax is in addition to Virginia sales tax of 5%, making the total tax on sales of meals 10%.

Meals tax must be collected on all food or drink including: alcoholic beverages or soft drinks sold with or without food; individual pastries or snacks, ice cream cones; individual servings from salad bars or deli counters, including those in grocery stores; prepared pizzas or pizza slices; and all other prepared food or drink sold to be consumed at one time. Some exceptions do apply. Download the application for new meals/lodging/admissions/rental tax account from www.winchesterva.gov/crev/documents/mealstax.pdf

On the Web

Current local tax rates are available on the City of Winchester's website at <http://www.winchesterva.gov/crev/geninfo.php>

Notes

Daily Rental Tax, City Commissioner of the Revenue

Rouss City Hall, Main Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 667-8937 fax

Winchester daily rental tax is paid by the lessee, collected by the lessor, and remitted quarterly to the city. The tax rate is 1%. Daily rental tax is in addition to Virginia sales tax of 5%, making the total tax on short term rentals 6%.

If 80% or more of your rental business is for periods of 92 days or less, and unless the sales falls under some exception, daily rental tax must be collected on payments made for all rentals. Daily rental tax does not apply to trailers or any vehicle registered with the Department of Motor Vehicles. Download the application for new meals/lodging/admissions/rental tax account from

www.winchesterva.gov/crev/documents/mealstax.pdf

Admissions Tax, City Commissioner of the Revenue

Rouss City Hall, Main Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 667-8937 fax

Winchester admissions tax is paid by every person paying admission to any place of amusement or entertainment, collected by the person receiving payment, and remitted monthly to the city. The tax rate is 5%. Download the application for new meals/lodging/admissions/rental tax account from

www.winchesterva.gov/crev/documents/mealstax.pdf

**Motels Tax (Transient Occupancy Tax), City
Commissioner of the Revenue**

Rouss City Hall, Main Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 667-8937 fax

City of Winchester motels tax is paid by the purchaser, collected by the seller and remitted monthly to the City. The tax rate is 5%. Motel tax is in addition to Virginia sales tax of 5%, making the total tax on lodging 10%. Unless the sale falls under some exemption, motel tax must be collected on payment made for all lodging obtained for any period less than 31 consecutive days. Download the application for new meals/lodging/admissions/rental tax account from www.winchesterva.gov/crev/documents/mealstax.pdf

Real Estate Taxes, City Assessor

Rouss City Hall, Main Floor, Suite 212
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815, ext. 1430
(540) 667-5298 fax

All real property is subject to taxation, except that specifically exempt. It is assessed as of January 1 of each year by the City Assessor's Office and payments are made in two installments. The City Council sets the tax rate. Tax bills are mailed by May 15 for the first installment and November 15 for the second installment; payments are due by June 5 and December 5. Failure to receive a tax bill will not relieve the penalty and interest charge that will be applied to all past due bills.

Ownership changes are processed by the Assessor's Office from recorded deeds and wills. Tax bills are sent to mortgage companies on request from the lender, although an information copy is also sent to the owner.

If there is a change of billing address or any other change pertaining to your taxes, please notify the Assessor's Office. Taxes are payable to the Treasurer, City of Winchester.

On the Web

Tax information and forms can be downloaded from the Internet.

Local forms are available at www.winchesterva.gov/crev.

State forms are available from www.tax.virginia.gov.

Federal forms are available from www.irs.ustreas.gov.

Notes

Sales and Use Tax, Virginia Department of Taxation

Virginia Department of Taxation
Office of Customer Services
Post Office Box 1115
Richmond, VA 23218-1115
(804)367-8037
Website: www.tax.virginia.gov

Retail sales and leases of equipment, furniture, and supplies are subject to sales and use tax. The tax rate is 2.5% on food sales (excludes restaurant sales) and 5% on general sales. Sales tax must be collected on the gross receipts and sent to the Department of Taxation. Additional information and forms are available on the Department of Taxation's website.

Annual Corporate Registration Fee

Clerk's Office
State Corporation Commission
PO Box 1197
Richmond, VA 23218-1197
(804) 371-9733
(800) 552-7945
Website: www.scc.virginia.gov

All corporations authorized to transact business in Virginia must pay an annual registration fee. The fee is \$100 for corporations with 5,000 or fewer shares of authorized capital stock. Corporations with more than 5,000 shares pay \$100, plus \$30 for each additional 5,000 shares up to a maximum fee of \$1,700. Non-stock corporations pay \$25.

Download the corporate registration fee schedule from http://www.scc.virginia.gov/clk/dom_corp.aspx

Corporate Income Tax

Virginia Department of Taxation
Office of Customer Services
Post Office Box 1115
Richmond, VA 23218-1115
(804)367-8037
Website: www.tax.virginia.gov

The Virginia corporate income tax rate is 6 percent of the computed Virginia taxable income. In general, every corporation that is incorporated under Virginia law, or that has registered with the State Corporation Commission for the privilege of conducting business in Virginia, or that receives income from Virginia sources must file a Virginia corporation income tax return. Nonprofit organizations are required to file a Virginia corporation income tax return only if they incurred unrelated business taxable income at the federal level. If a corporation engages in multi-state business activities and its income is taxable by both Virginia and other states, it pays tax only on the portion of its income derived from Virginia sources.

Virginia allows a number of credits against the corporate income tax, including the Neighborhood Assistance Act Credit, Recyclable Materials Processing Equipment Credit, Alternative Recycling Credit, Vehicle Emissions Testing Equipment and Clean Fuel Vehicle Tax Credit, Major Business Facility Job Tax Credit, Clean Fuel Vehicle Job Creation Tax Credit, Historic Rehabilitation Tax Credit, Daycare Facility Investment Tax Credit, Worker Retraining Credit, Low Income Housing Tax Credit.

More information is available and forms can be downloaded from the Virginia Department of Taxation's website at www.tax.virginia.gov

State Individual Income Tax/Employer Withholding, Virginia Department of Taxation

Virginia Department of Taxation
Office of Customer Services
Post Office Box 1115
Richmond, VA 23218-1115
(804)367-8037
Website: www.tax.virginia.gov

If federal law requires an employer to hold tax from any payment, Virginia also requires withholding. An employer required to file withholding returns must register for withholding tax, file income tax withholding returns, and pay the income tax to the Department of Taxation.

Employers are responsible for timely payment and filing of their incurred withholding liability. Employers must also file the withholding forms whether or not there is

Notes

withholding tax owed. The Commonwealth deems the amounts withheld as payment in trust for the employee's tax liability.

If an employer's withholding liability for the month is less than \$100.00, withholding tax payments are due quarterly.

If an employer's withholding liability for the month is \$100.00 but less than \$1,000.00, withholding tax payments are due monthly.

If employer's withholding liability for the month is \$1,000.00 or more, withholding tax payments are due semiweekly.

Federal Individual Income Tax/Employer Withholding, U.S. Internal Revenue Service

U.S. Internal Revenue Service

Charlottesville Office

401 East Market Street

Charlottesville, VA 22902

(800)TAX-FORM or (800)829-3676 (Forms & Publications)

(800)TAX-1040 or (800)829-1040 (Assistance)

Website: www.irs.gov

Employers with one or more employees should contact the U.S. Internal Revenue Service (IRS) regarding guidelines for withholding federal income tax, social security tax, and federal unemployment tax. The IRS guidebook entitled The Employers Tax Guide (Publication 15-Circular E) can be downloaded from <http://www.irs.gov/pub/irs-pdf/p15.pdf>

Partnerships and Sole Proprietorships

Virginia Department of Taxation
Office of Customer Services
Post Office Box 1115
Richmond, VA 23218-1115
(804)367-8037
Website: www.tax.virginia.gov

Each partner or sole proprietor is taxed at the appropriate individual tax rate. The Virginia state tax is based on the profit and loss statement reported on the federal income tax return. Individuals involved with partnerships and sole proprietorships should contact the Virginia Department of Taxation to determine other tax and reporting requirements.

Unemployment Insurance Tax

Virginia Unemployment Commission
Employer Accounts
P.O. Box 1358
Richmond, VA 23218
(804) 786-4359
(540) 722-3415 Winchester office
Website: www.vec.virginia.gov

The unemployment insurance system, created by the Social Security Act of 1935, is administered by each state with oversight by the U.S. Department of Labor (DOL). Federal law provides the guidelines, but the jurisdictions determine many requirements related to eligibility, benefit levels, and tax rates.

Employers must register with the Virginia Employment Commission and pay the unemployment insurance tax if they employ one or more persons for 20 or more weeks during a calendar year, or if they pay wages of \$1,500 or more during a calendar quarter. Only the first \$8,000 of wages earned by each employee during a calendar year is taxed. The employer pays the entire cost.

Each employer's tax rate is computed annually based on the employer's experience rating (which factors in unemployment benefits paid out compared with the employer's taxable payroll over the last four fiscal years) and the condition of the State Unemployment Compensation Trust Fund.

For most Virginia businesses, unemployment insurance tax rates range from 0.0% to 6.62% of the first \$8,000 that each employee earns each year. New employers pay 2.92% for a full fiscal year. Additional charges for fund building and pool cost factors may be assessed. (Rates given are for 2005.)

On the Web

Find out how to obtain an employer account number, or download VEC forms and required posters. Post a job listing online at no cost! Contact a nearby VEC office for assistance in finding qualified candidates for your job openings. You can do all this and more on the Virginia Employment Commission's website at www.vec.virginia.gov.

The VEC's Employer Handbook is available to download from their website at www.vec.virginia.gov. This guide outlines an employer's rights and responsibilities under the Virginia Unemployment Compensation Act.

Business Services & Resources

Notes

Chamber of Commerce

Top of Virginia Regional Chamber

407 South Loudoun Street

Winchester, VA 22601

(540) 662-4118

(540) 722-6365 fax

E-mail: cocinfo@winchesterva.org

Website: www.winchesterva.org

The Winchester/Frederick County Chamber serves nearly 1,000 businesses, representing 40,000 employees within the region. The organization supports economic development in the community by representing the interests of business to all levels of government. Partners with other resources and entities to respond to common needs in the promotion of business and education development. Provides regular forums and seminars on topics focusing on new trends and practices on the changes in the economic climate. Conducts monthly networking events in professional, business environments.

Economic Development

Office of Economic Redevelopment

15 North Cameron Street

Winchester, VA 22601

(540)722-7577

(540)722-3618 (fax)

Website: www.winchesterva.gov/econ

The Office of Economic Redevelopment was established to provide focus on the redevelopment needs of the City. The department works to facilitate appropriate economic development activities throughout the City, to maximize the use of industrial and commercial property, and to work toward the development of the workforce so as to enable its fullest potential while minimizing the burden on the individual tax payer.

Winchester-Frederick County Economic Development Commission

45 East Boscawen Street
Winchester, VA 22601
(540)665-0973 Phone
(540)722-0604 Fax
E-mail: info@winva.com
Website: www.winva.com

The Winchester-Frederick County community prides itself on its proven track record of welcoming new quality companies, and more importantly, providing continual resources and assistance to secure their future.

To accomplish this track record, the Winchester-Frederick County EDC provides a wide array of information and confidential services at no cost, designed to help American and International businesses locate or expand operations in Winchester and Frederick County.

Virginia Department of Business Assistance

707 E. Main Street, Suite 300
Richmond, VA 23219
(804)371-8200
(804)371-8111 fax administration
(804)371-2142 fax existing business services
(804)371-8137 fax workforce services
E-mail: webmaster@DBA.state.va.us
Website: www.dba.va.us

The Mission of the Department of Business Assistance is to promote economic growth by helping Virginia businesses prosper. The agency carries out its mission through its programs and services, which include access to capital, small business counseling, workforce training, and pro-active business problem-solving.

Education

Lord Fairfax Community College

173 Skirmisher Lane
Middletown, VA 22645
(800) 906-5322 toll free
Website: www.lfcc.edu

LFCC offers over 70 different programs of study including degree and certificate programs.

Notes

Old Dominion University Teletechnet

Lord Fairfax Community College
173 Skirmisher Lane, Middletown, VA 22645
(540) 869-2948 Middletown campus
(540) 351-1572 Fauquier campus
Website: <http://dl.odu.edu/>

Old Dominion University offers several bachelor and master's degree programs via live satellite television at both the Middletown and Fauquier campuses of Lord Fairfax.

Shenandoah University

1460 University Drive
Winchester, VA 22601
Website: www.su.edu

Shenandoah University offers four-year undergraduate degrees and graduate programs. Known for its Conservatory, Shenandoah also offers a business school, a school of health professions, a school of pharmacy, and an Institute of Public Policy within its school of arts and sciences.

Employment and Training

Virginia Employment Commission

Local office:
100 Premier Place
Winchester, VA 22602
(540) 722-3415 phone
(540) 722-3418 fax
E-mail: winchester@vec.virginia.gov

Richmond office:
703 East Main Street (physical address)
PO Box 1358 (mailing address)
Richmond, VA 23218
Website: www.vec.virginia.gov

The Virginia Employment Commission (VEC), a partner in the Virginia Workforce Network, is the public employment service established to assist employers in finding qualified workers and to assist workers in finding suitable jobs. There are no fees charged to the employer or applicant for our services. VEC staff will assist employers by screening and referring applicants to job openings, providing critical labor market information for business and economic planning, and coordinating statewide Employer Advisory Committee activities.

Northern Shenandoah Valley Adult Education

Dowell J. Howard Center

156 Dowell J. Circle

Winchester, VA 22602

(540) 667-9744 phone

(800) 435-5945 toll free

(540) 667-3891 fax

Website:

<http://www.frederick.k12.va.us/education/school/schoolhistory.php?sectiondetailid=4153>

Northern Shenandoah Valley Adult Education is able to aid business and industry by increasing quality of workforce, productivity and profits, communication skills, and employee retention rates.

Lord Fairfax Workforce Services

173 Skirmisher Lane

Middletown, VA 22645

(540) 868-7021 Middletown Campus

Website: www.lfcc.edu

Workforce services at Lord Fairfax Community College can provide solutions for successful training, enhancing productivity, and increasing your bottom line. They can provide customized training to meet the specific needs of all types of businesses. Some of the customized services they offer include: on-site computer training in their Mobile Computer Lab, team building seminars, communications workshops, executive management coaching, Spanish for the changing workforce / English for the changing workforce, customer service training, OSHA safety training, and more.

Fire Safety

Emergency Services and Permitting for Items Specified in the Statewide Fire Prevention Code, Winchester Fire and Rescue Department

Winchester Fire and Rescue Department

231 East Piccadilly Street

Winchester, VA 22601

(540) 662-2298 (non-emergency & information services)

(540) 665-5695 fax

E-mail: winfrd@ci.winchester.va.us

9-1-1 (emergency only)

Notes

The Fire and Rescue Department provides emergency response to situations involving medical emergencies, fire related emergencies, and hazardous materials releases. The Department also provides emergency ambulance transport with either Basic or Advanced Life Support personnel.

Fire and Rescue operates a 24 hour per day Emergency Communications Center that is the answering point for all 9-1-1 calls originating within the City. The Center disseminates the information received from 9-1-1 callers and dispatches the appropriate Police, Fire or Emergency Medical Response.

The Fire and Rescue Department issues Hazardous Use permits for various items specified in the Statewide Fire Prevention Code, including, but not limited to: Fireworks, Blasting Operations and Open Burning.

Information Resources

Handley Regional Library

100 West Piccadilly Street

Winchester, VA 22601

(540) 662-9041

E-mail: reference@hrl.lib.state.va.us

Website: www.hrl.lib.state.va.us

Much business and regional information is available at the Handley Regional Library. Internet resources, books and periodicals are available that treat topics such as starting and maintaining a small business, career information, investing and management. Federal and Virginia tax forms are also available. A library card also provides the right to use full-text periodical databases on business and other topics, and this service can be used at the library or on any computer that can access the Internet.

City of Winchester Website

Website: www.winchesterva.gov

The City website provides a wealth of information regarding City services, taxes, and licensing

requirements. Forms are available for downloading from various departments.

Commonwealth of Virginia Website

Website: www.virginia.gov/cmsportal

The state's web portal provides citizens & businesses a single, electronic gateway to all government-related information. Various department websites can be accessed through the web portal.

U.S. Government

FirstGov, U.S. Government's Official Web Portal

Website: <http://www.usa.gov/>

On FirstGov, you can search millions of web pages from federal and state governments, the District of Columbia and U.S. territories. Most of these pages are not available on commercial websites. FirstGov has the most comprehensive search of government anywhere on the Internet.

FirstGov will help you find and do business with government online, on the phone, by mail or in person. You may select customer gateways— citizens, businesses and nonprofits, federal employees and government-to-government —to find exactly what you need. For example, from your computer, you can apply for student financial assistance, buy government publications, apply for social security and other benefits, get a passport application, and so much more.

Police Services

Emergency Services and Permitting for Specific Activities and Business Uses, Winchester Police Department

231 East Piccadilly Street, Suite 310

Winchester, VA 22601

(540) 662-4131 (non-emergency & information services)

9-1-1 (emergency only)

(540) 542-1314 fax

Website: www.winchesterpolice.org

The Police Department provides general law enforcement services to the community. Services for the commercial property owner and businesses in Old Town districts include: on-site security analysis; educational programs on shoplifting and larceny, fraud and flim-flams; and alarm monitoring and response. Directed patrols, foot, bicycle and vehicle are provided on a constant basis.

On the Web

The Virginia Department of Minority Business Enterprise provides for the Certification of those businesses that wish to achieve the benefits of participation in the Commonwealth's minority business programs. Other programs include management and technical assistance on an individual or group basis, as well as a variety of educational, training, marketing, and outreach programs. While programs sponsored by VDMBE are open to all firms, Certified Firms are targeted, contacted directly, and as appropriate, given priority status for receiving services offered by the department. For information visit the VDMBE's website at www.dmb.e.state.va.us.

Notes

The Police Department issues permits for: parades, parking, traffic on the Old Town Loudoun Street Mall, taxi drivers, and massage parlours.

Business and property owners should contact the Police Department to list emergency numbers, hours of operation, and 24-hour contacts for their business or property. This contact information can be used by the dispatcher to alert you of any emergencies regarding your business or property. It is important to update this information as employee turnover occurs.

Other important numbers:

Chief of Police: (540)545-4730, ext. 1020
Deputy Chief: (540) 545-4730, ext. 1022
Patrol: (540) 545-4730, ext. 1050
Investigations: (540)545-4730, est. 1091
Parking, Streets, Signs: (540)545-4730, ext. 1031
Property Room: (540)545-4730, ext. 1095

Procurement

Purchasing Division

Rouss City Hall, First Floor
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 723-0238 (fax)
E-mail: purchasing@ci.winchester.va.us

The City of Winchester is governed by the Virginia Public Procurement Act and the Winchester City Code. The City encourages competition in public purchasing among bidders and seeks to obtain high quality goods and services at a reasonable cost. All bidding procedures are conducted with fairness and the method of procurement, i.e. quote, competitive sealed bidding, or competitive negotiation, is determined by the type of service or product requested and its estimated value. The City utilizes the formal bid

process, i.e. competitive sealed bidding or competitive negotiation, when the procurement of a service or product exceeds \$15,000, otherwise the City requires three quotes from selected vendors, or if a procurement decision qualifies as an emergency or sole source. Formal bids are posted on the City's purchasing web site at <http://www.winchesterva.gov/purchasing/>, as well as outside the Purchasing Agent's office on the 1st floor of City Hall.

Small Business Services

Lord Fairfax Small Business Development Center (SBDC)

7718 Main Street (physical address)
Middletown, VA 22645

173 Skirmisher Lane (mailing address)

Middletown, VA 22645

(540) 868-7093

(540) 868-7095 fax

E-mail: bsirbaugh@LFSBDC.org

Website: www.lfsbdc.org

The mission of the Lord Fairfax Small Business Development Center (SBDC) is to create and retain jobs in the private sector by providing assistance to new and established small businesses. Counseling and related services are provided at no charge. Assistance is offered in the following areas: business start-up, operation analysis and review for existing businesses, financial management, marketing, business opportunities and requirements for going into business. The SBDC offers the following services: strategic planning, using computers in small business, business library, business plans, employee training, review of good practices, financial analysis, financial planning and budgeting, licenses and taxes, loan request assistance, marketing personnel assistance, production planning and control, site location analysis, and sources of financing. Call for more information relating to your particular business.

On the Web

The SCORE Association is a national nonprofit organization with a public service mission. SCORE stands for Service Corps of Retired Executives. SCORE's 10,500 volunteers provide small business counseling and training through a network of 389 chapters, 800 branches and its Web site at www.score.org.

Notes

NetTech Center

2281 Valley Avenue
Winchester, VA 22601
(540) 450-2220
(540) 678-1939
E-mail: linda@nettechcenter.net
Website: www.nettechcenter.net

The NetTech Center is a professionally appointed, fully equipped facility with ready to go offices for entrepreneurs, small business teleworkers, and federal teleworkers.

U. S. Small Business Administration

Richmond District Office

Federal Building
400 North 8th Street, Suite 1150
Richmond, Virginia 23240
(804) 771-2400
Fax 771-2764
Website: www.sbaonline.sba.gov/va/

Created in 1953, the U.S. Small Business Administration (SBA) is the only independent agency of the federal government with the sole purpose of assisting small businesses to start, grow, and prosper. Through an extensive network of SBA resources and partnerships with other public and private organizations, SBA is here to help the small business owner.

Tourism

Winchester-Frederick County Convention and Visitors' Bureau

1400 South Pleasant Valley Road
Winchester, VA 22601
(877) 871-1326 toll-free
(540) 542-1326 phone
(540) 540-0099 fax
E-mail: info@visitwinchesterva.com
Website: www.visitwinchesterva.com

The mission of the Winchester-Frederick County Convention and Visitors Bureau (CVB) is to foster the

area economy by marketing our community as a destination, enhancing visitor's experience, and supporting product development. The staff of the CVB is available to assist in the planning of your company's meetings and events.

Transportation

Public Transportation, Department of Transportation

Transit Yard

310 East Pall Mall Street

Winchester, VA 22601

(540) 662-3982

(540) 662-4626 fax

e-mail: transit@ci.winchester.va.us

Winchester Transportation provides public transportation through a fixed route bus system and a paratransit service for the handicapped. Six routes cover all areas of the City and portions of Frederick County. Operating hours are 6:00 a.m. to 6:00 p.m. Monday through Friday and 9:00 a.m. to 4:00 p.m. on Saturdays. There is also a trolley service operating to provide senior citizens mobility to selected destinations. The trolley operates from 8:00 a.m. to 5:00 p.m. Monday, Wednesday, and Friday and 10:00 a.m. to 4 p.m. Saturday. Contact the Transportation Department to obtain a schedule.

Rail

Winchester & Western Railroad

PO Box 264

Winchester, VA 22604

(540) 662-2600

(540) 667-3692 (fax)

E-mail: wwrail@visuallink.com

CSX

1-877-ShipCSX (1-877-744-7279)

Website: www.csx.com

Rail service is provided by CSX Transportation and Winchester & Western which provides connecting service between CSX and Norfolk Southern.

On the Web

In May each year, the Shenandoah Apple Blossom Festival®, one of the oldest civic celebrations in Virginia, is celebrated in Winchester. Some of the events include dances, parades, celebrity visits, the Coronation of the Queen, and Firefighters' events. Visit www.thebloom.com for more information.

Old Town Winchester is a popular destination for shopping and dining. A visit to Old Town Winchester would not be complete without a stop at Stonewall Jackson's Headquarters Museum, George Washington's Office Museum, the Old Courthouse Civil War Museum, and the Shenandoah Valley Discovery Museum. Visit www.winchesterva.gov/otdb for more information.

The Museum of the Shenandoah Valley interprets the art, history, and culture of the great valley for which it is named. This regional museum complex in Winchester includes a historic house dating to the eighteenth century, six acres of spectacular gardens, and a new museum. Visit www.shenandoahmuseum.org for more information.

Notes

Virginia Inland Port, Virginia Port Authority

P.O. Box 345
Front Royal, VA 22630
(540) 636-4200
(540) 636-4244 (fax)
Website: www.vaports.com/Facilities/FAC-term-vip.htm

The Virginia Inland Port (VIP), just west of Washington, D.C., and about 20 miles south of Winchester, is 220 miles inland and effectively brings the benefits of The Port of Virginia 220 miles closer to U.S. markets. Five-day-a-week rail service between the VIP and the marine terminals in Hampton Roads allows direct access to the trade routes of 75 international shipping lines.

Operated as an intermodal container transfer facility, the VIP provides an interface between truck and rail for the transport of ocean-going containers to and from The Port of Virginia. Containers are transported by truck to the VIP for immediate loading upon a rail car or for short-term storage prior to loading. Containers arriving from Hampton Roads terminals are unloaded from the train and dispatched by truck to inland destinations. Land is available for steamship lines for container storage and ancillary service companies.

The Inland Port terminal has a three-door cross dock warehouse facility for transferring cargo, and a maintenance building for making roadability repairs. USDA inspections and SGS inspections may be coordinated on terminal as needed. Pool chassis, refer gensets and shore power are also available. The facility is a U. S. Customs-designated port of entry, and the full range of customs functions is available to customers.

Winchester Regional Airport

491 Airport Road
Winchester, VA 22602
(540) 662-5786
(540) 722-9335 (fax)
E-mail: wraaokv@intelos.net
Website: www.flyvirginia.com

Winchester Regional Airport offers a 5,500' runway, a modern terminal with weather service, and U.S. Customs service (on call). Jet A and 100 LL fuel is available. Aircraft rentals and flight training are available. Limo and auto rental are available on site. Winchester Regional Airport provides cargo service limited to the size of aircraft which can be accommodated on the runway.

The nearest commercial airport is Washington/Dulles International, which is approximately 80 miles from Winchester.

Utility Contacts

Cable Service

Adelphia Communications
(888) 683-1000

Electric Service

Allegheny Power
(800) 255-3443

Gas Service

Shenandoah Gas
(540)869-1111

Garbage, Trash, & Recycling, Environmental Maintenance

Winchester City Yards

301 East Cork Street

Winchester, VA 22601

(540) 667-1815, ext. 1414

(540) 662-4627 fax

E-mail: publicworkst@ci.winchester.va.us

Contact Environmental Maintenance regarding garbage, trash, yard waste and recycling collection. Collection schedule for downtown Primary and Secondary Assessment Districts is available from Public Works and the OTDB office. A special clean-up collection occurs once a year.

Telephone Service

Verizon

(800) 826-2355 Business Services

Water and Sewer Service, Utilities Department

Rouss City Hall, 4th Floor

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815

(540) 662-3351 fax

For new service or expansion of existing service, meter fees and availability fees may be required.

Notes

Old Town Winchester

Notes

Old Town Development Board (OTDB)

15 North Cameron Street
Winchester, VA 22601
(540) 722-7576
(540) 722-3618 fax
E-mail: winmainst@ci.winchester.va.us

The Old Town Development Board (OTDB) serves as the management and permitting department for special uses of the Primary and Secondary Assessment districts of Old Town Winchester. The OTDB serves as a resource for available commercial space and property in the downtown area and serves as the Technology Zone administrative office. The OTDB coordinates maintenance and improvements for the Assessment districts, special events, and co-op advertising opportunities and image advertising to promote Old Town Winchester. Additionally, the OTDB administers the City's historic marker program. The OTDB meets the first Thursday of each month, 5:30 p.m., in the fourth floor Exhibit Hall of City Hall.

Permits and Procedures

Sidewalk Cafe Permit, Old Town Development Board

15 North Cameron Street
Winchester, VA 22601
(540) 722-7576
(540) 722-3618 fax
E-mail: winmainst@ci.winchester.va.us

A permit from the Old Town Development Board (OTDB) is required for a sidewalk café on the Old Town Loudoun Street Mall. Applications and guidelines are available from the OTDB office. Certain conditions apply. An annual review and fee are required. Applicant is also required to get a Certificate of Appropriateness from the Board of Architectural Review (BAR).

Fee and regulations are subject to change at the discretion of the Old Town Development Board.

Holding Special Events and Activities on the Old Town Mall or Sidewalks of Secondary District, Old Town Development Board

15 North Cameron Street
Winchester, VA 22601
(540) 722-7576
(540) 722-3618 fax
E-mail: wincmaintst@ci.winchester.va.us

A permit from the OTDB is required to hold a special event or an activity on the Mall or on the sidewalks in the Secondary Assessment District. Certain conditions apply. Applications are available from the OTDB office. A fee may be required.

Additional licenses and requirements may also be necessary.

Portable Sign Permit, Old Town Development Board

15 North Cameron Street
Winchester, VA 22601
(540) 722-7576
(540) 722-3618 fax
E-mail: wincmaintst@ci.winchester.va.us

A permit from the OTDB is required to place a portable sign on the Mall or on sidewalks within the Secondary Assessment District. Certain conditions apply. Applicant is required to obtain a Certificate of Appropriateness from the Board of Architectural Review (BAR) as part of the OTDB application process. Applications and regulations are available from the Old Town Development Board office. A one-time fee is required.

Fee and regulations are subject to change at the discretion of the Old Town Development Board.

On the Web

The National Trust Main Street Center is a program of the National Trust for Historic Preservation. The Center has led the preservation-based revitalization movement by serving as the nation's clearinghouse for information, technical assistance, research, and advocacy. The Center offers consulting services, conferences, publications, membership, newsletters, and trainings, to educate and empower thousands of individuals and local organizations to lead the revitalization of their downtowns and neighborhood commercial districts. For more information visit www.nationaltrust.org.

Notes

Outdoor Display of Merchandise Permit, Old Town Development Board

15 North Cameron Street

Winchester, VA 22601

(540) 722-7576

(540) 722-3618 fax

E-mail: wincmaintst@ci.winchester.va.us

A permit is required from the OTDB for the outdoor display of merchandise. Display of merchandise is limited to an outdoor decorative display (3-D) of a limited quantity of merchandise in front of the business listed as the applicant. Permit allows display to be set up on a regular basis, weather permitting. The outdoor display of merchandise is intended to enhance the commercial activity of a business while not creating a public health, safety or nuisance situation. Certain conditions apply. An annual review and fee are required.

The Old Town Development Board will make every effort to assist businesses in displaying merchandise that are appropriately designed and maintained in such a fashion as to be complementary to the overall appearance of Old Town.

This is different from a sidewalk sale which is defined as a liquidation of merchandise, inventory, or goods which are regularly sold as part of the retail business. Retail businesses located in the primary or secondary district may only conduct a sidewalk sale by participating in a sales event coordinated by the OTDB Promotions Committee.

Fee and regulations are subject to change at the discretion of the Old Town Development Board.

Electrical Use on the Old Town Mall, Old Town Development Board

15 North Cameron Street
Winchester, VA 22601
(540) 722-7576
(540) 722-3618 fax
E-mail: wincmaintst@ci.winchester.va.us

A permit from the OTDB is required for temporary use of the electrical outlets located on the Mall. A fee is required. Applications are available from the Old Town Development Board office. Certain conditions apply.

Fees and policy are subject to change at the discretion of the Old Town Development Board.

Mall Vendor Permit, Old Town Development Board

15 North Cameron Street
Winchester, VA 22601
(540) 722-7576
(540) 722-3618 fax
E-mail: wincmaintst@ci.winchester.va.us

A permit from the OTDB is required to place a vending cart on the Old Town Loudoun Street Mall. Certain restrictions and conditions apply. Annual review and fee is required. Contact the OTDB office for an application and contract.

Fees and regulations are subject to change at the discretion of the Old Town Development Board.

Vehicle Usage on the Old Town Mall, Old Town Development Board

15 North Cameron Street
Winchester, VA 22601
(540) 722-7576
(540) 722-3618 fax
E-mail: wincmaintst@ci.winchester.va.us

On the Web

Since 1985, Virginia Main Street has been helping localities revitalize the economic vitality of downtown commercial districts using the National Main Street Center's successful Main Street Approach™.

Virginia Main Street provides at no charge valuable assistance to train, prepare and support communities. Virginia Main Street does not offer funding, but is a self-help program.

For more information visit www.dhcd.virginia.gov/MainStreet/.

Notes

Vehicular access on the Old Town Mall is restricted to promote pedestrian safety and aesthetic quality of the Mall.

The Mall is one way heading south toward Cork Street. All traffic must head down the center of the mall and exit at the nearest intersection.

Delivery vehicles can enter the Mall traveling south only during the hours of 6 a.m. to 11 a.m. and 4 p.m. to 6 p.m. If deliveries need to be made at other times, a permit is required from the Old Town Development Board office and must be displayed on the dashboard of the vehicle. There is no cost for the permit. The police ask that deliveries not be scheduled during high pedestrian traffic periods on the mall such as lunch time.

Historic Winchester Marker Program, Old Town Development Board

15 North Cameron Street

Winchester, VA 22601

(540) 722-7576

(540) 722-3618 fax

E-mail: wincmaint@ci.winchester.va.us

The Historic Marker Program was created to link significant sites together as a visual walking tour of Winchester's heritage. The Program is available city-wide to commercial and residential property owners. Each marker contains a descriptive paragraph stating the significance of the site and may include a photograph or detailed drawing. Application form and qualification standards are available from the Old Town Development Board office. Applications are reviewed twice a year during the months of April and October. There is a one-time application fee per entry. If an application is approved, the applicant will incur the cost of the marker and the cost of mounting the marker.

Board of Architectural Review (BAR) Certificate of Appropriateness, Planning Department

Rouss City Hall, 3rd Floor, Suite 318
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815
(540) 667-3618 fax
E-mail: plngdept@ci.winchester.va.us

The Historic Winchester District was established in 1967 to preserve and protect the architectural and cultural heritage of Winchester. In 1980, 45 blocks of the Historic District (including the Old Town Commercial District) were placed on the National Register of Historic Places by the Department of the Interior. The Board of Architectural Review (BAR) was formed to administer the Historic District. Generally, the Board meets the first and third Thursday of each month, except during holiday weeks. Deadline for submission of application is generally the Thursday prior to the bi-monthly meetings. The BAR must approve a Certificate of Compliance (COA) before the following before a building permit can be issued or work otherwise commences: signs, walls or fences, new construction, additions to existing buildings, changes to the exterior appearance such as changes to windows and doors, awnings and marquees, siding, roofing material and renovation of a storefront. There are no application fees except for demolition of a structure 75 years or older. The BAR uses the *Secretary of the Interior's Standards for Rehabilitation* as a guide. Sign permits may be required from the Zoning Department.

Design guideline pamphlets and applications are available in the Planning Office or via the Planning Department page of the City's website www.winchesterva.gov/planning/documents/barappl.pdf

On the Web

The federal government offers tax incentives to support the rehabilitation of historic and older buildings. The Preservation Tax Incentives reward private investment in rehabilitating historic properties such as offices, rental housing, and retail stores.

Rehabilitation projects must meet the Secretary of the Interior's Standards for Rehabilitation, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit.

Incentives! A guide to the federal historic preservation tax incentives program for income-producing properties is available on the web at www.cr.nps.gov/hps/tps/tax/incentives/index.htm

Parking

Validated Parking Program, Winchester Parking Authority

2 South Cameron Street
Winchester, VA 22601
(540) 665-0355
Fax: (540)722-3618
E-mail: parking@ci.winchester.va.us
Website: www.winchesterva.gov/parking

The Parking Validation Program provides businesses a means of offering free parking to their customers. Businesses can purchase a roll of 100 validation stickers at face value for \$50.00 (\$0.50 per sticker) from any parking garage attendant. Each sticker is worth 1 hour of free parking. Businesses can give as many validation stickers as they want per customer.

Leased Parking, Winchester Parking Authority

2 South Cameron Street
Winchester, VA 22601
(540)665-0355
Fax: (540)722-3618
E-mail: parking@ci.winchester.va.us
Website: www.winchesterva.gov/parking

Leased and hourly parking is available 24/7 at all three parking garages.

Contact any parking booth attendant for availability and cost of monthly rental spaces.

Please remember that the best use of on street parking is for our customers and visitors.

Hourly rates at all autoparks and metered parking spaces are \$.50 per hour. Metered spaces are free nights, weekends, and designated City holidays.

Autoparks

Braddock Autopark
30 North Braddock Street
Winchester, VA 22601
(540)665-0230

Court Square Autopark
2 South Cameron Street
Winchester, VA 22601
(540)665-0355

Loudoun Autopark
50 East Fairfax Lane
Winchester, VA 22601
(540)722-PARK (7275)

Lots

Plaza Lot
on North Cameron Street

Palace Lot
South end of Mall & Indian Alley

Hable Lot
South end of Mall & Indian Alley

Cork Street Lot
Corner of Cork & South Loudoun

Braddock Lot
North Braddock Street

Autopark Lot
North Braddock Street

For more information contact the Parking Director at (540) 665-0355.

Maintenance

General Maintenance of Old Town Loudoun Street Mall, Old Town Development Board

15 North Cameron Street

Winchester, VA 22601

(540) 722-7576

(540) 722-3618 fax

E-mail: wincmaint@ci.winchester.va.us

Issues of general maintenance for the Mall such as fountain maintenance, sweeping, litter removal, mulching, etc. are coordinated through the Old Town Development Board office with staff assistance from the Old Town Maintenance Crew and Winchester Parking Authority. The City is responsible for the center of the Mall and the tree well areas. The sidewalk areas of the Mall are the responsibility of the adjoining property owner/business owner.

Snow Removal, Old Town Development Board and Environmental Maintenance Division

15 North Cameron Street

Winchester, VA 22601

(540) 722-7576

(540) 722-3618 fax

E-mail: wincmaint@ci.winchester.va.us

E-mail: publicworks@ci.winchester.va.us

It is the responsibility of the business, tenant or property owner to clear the sidewalk directly in front of their business, residence or property within the City. Sidewalks are to be cleared by 9:00 a.m. the morning after snowfall or within two hours of daytime snowfall. If ice has formed, sawdust, sand or ash should be scattered to prevent a hazard. Non-adherence to the requirements can result in a ticket from the Police Department.

Notes

Notes

The Old Town Development Board, working with the Old Town Maintenance Crew, has the responsibility of maintenance on the Old Town Loudoun Street Mall. During snowfall, the Maintenance Crew's primary responsibility for downtown is to clear public areas on the Mall and roadway access areas. Snowplows clear the center of the Mall for emergency traffic and pedestrian right-of-way. Mall access areas, such as alleys, covered walkways to parking garage, City parking lot areas blocked by snow removal, and store access areas will be cleared as time allows, after all other areas of City responsibility have been cleared.

The Environmental Maintenance Division will plow, salt and remove snow, as necessary on all other streets. Indian Alley will be cleared after all emergency access routes, school routes, etc. are cleared.

Sidewalk café owners on the Mall are encouraged to remove café enclosures, tables and chairs during the winter months to allow easy access for the snowplow.

Questions regarding snow removal for other areas of Old Town and the City should be directed to the Environmental Maintenance Division at (540) 667-1815 or publicworks@ci.winchester.va.us.

Incentives

Technology Zone, Old Town Development Board

15 North Cameron Street

Winchester, VA 22601

(540) 722-7576

(540) 722-3618 fax

E-mail: winmainst@ci.winchester.va.us

The Old Town Technology Zone is comprised of 125+ acres in downtown Winchester. Qualified businesses located within this zone may benefit from tax advantages and an environment where they can grow. Incentives also exist for qualified property owners who make qualified improvements to a structure to house or

accommodate a qualified technology business. Contact the OTDB office for application forms, more information, and eligibility requirements.

Taxation

Old Town Primary and Secondary Assessment Districts, City Assessor

Rouss City Hall, Main Floor, Suite 212
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815, ext. 1430
(540) 667-5298 fax

Since 1982 two special assessment districts have existed in the Old Town Commercial section of the City of Winchester.

(1) The Primary downtown assessment district, dating from 1974, consists of those abutting property owners on Loudoun Street between Piccadilly and Cork Street and has a tax of twenty-three cents (\$.23) for every one hundred dollars of assessed value thereof.

(2) The Secondary downtown assessment district consists of those abutting property owners on Piccadilly Street between Cameron and Braddock Streets; on Braddock Street between Piccadilly and Cork Streets; on Boscawen Street between Braddock and Cameron Streets; on Rouss Avenue between Loudoun and Cameron Streets; on Wolfe Street between Braddock Street and Indian Alley; and on Indian Alley between Cork and Piccadilly Streets with a tax of thirteen cents (\$.13) for every one hundred dollars of assessed value thereof. There is no tax on properties that are exclusively residential.

This special tax is levied for the purpose of maintenance, improvements and promotion in the two assessment districts and is administered by the Old Town Development Board.

The City Assessor's Office is responsible for maintaining assessment records for all real estate in the City. Most Real Estate assessment records are public and may be viewed at any time during regular City business hours. See map on page 65.

On the Web

The Old Town Development Board's website provides information on events, attractions, permitting, available properties and businesses located in Old Town. Visit www.winchesterva.gov/otdb to find out more information.

Notes

Real Estate Exemption, City Assessor

Rouss City Hall, Main Floor, Suite 212

15 North Cameron Street

Winchester, VA 22601

(540) 667-1815, ext. 1430

(540) 667-5298 fax

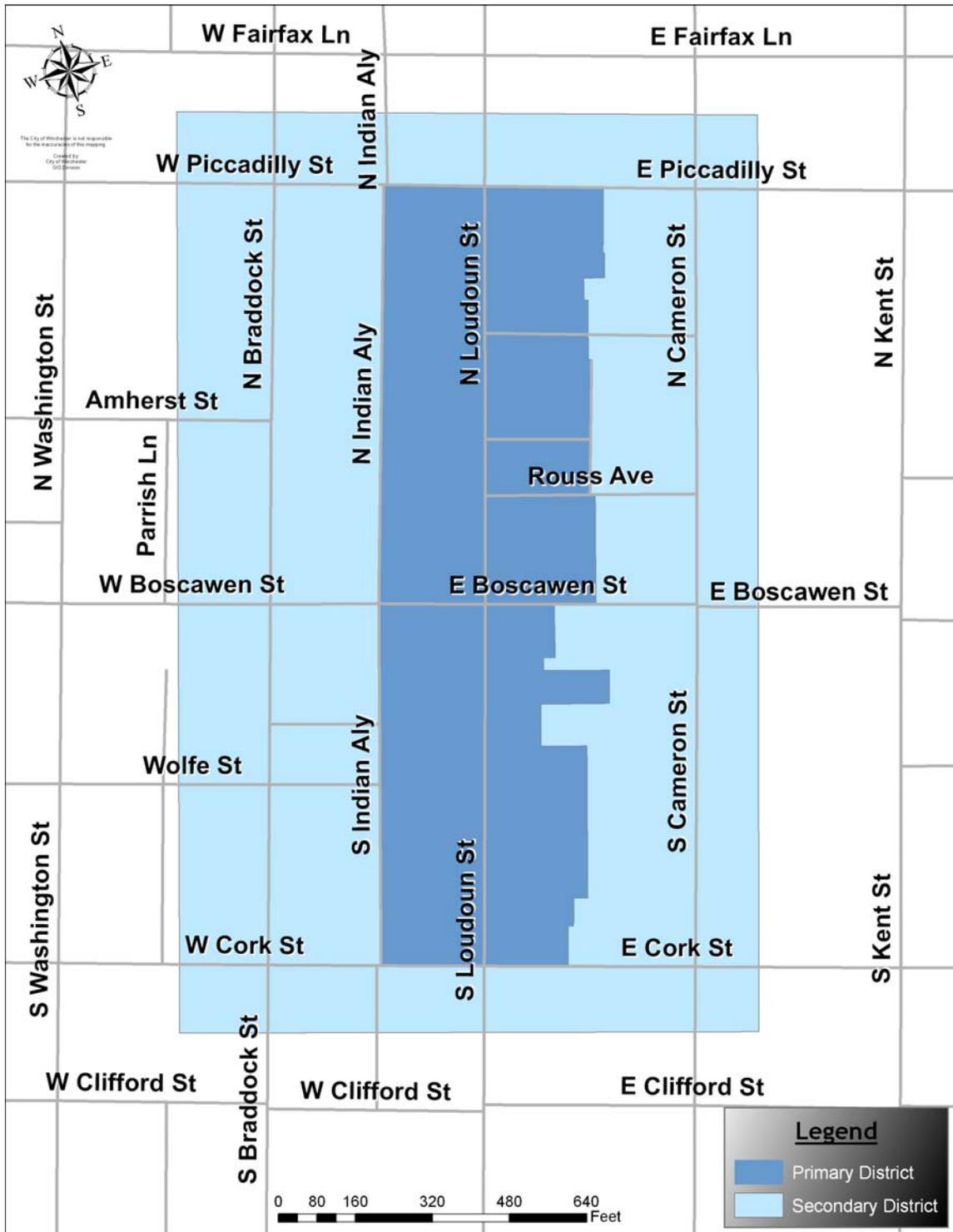
The Winchester City government has made provisions in their Code of Ordinances to provide real estate tax exemptions, for a period of ten years on the difference between the new improvement value minus the old improvement value, for substantially rehabilitated residential, commercial or industrial real estate located in the Winchester Historic District, and not less than 25 years old. Call the City Assessor prior to beginning a rehab project. Eligibility requirements must be met before this exemption can be received. The exemption does not apply to Old Town special assessments.

See page 65 for map of Old Town primary and secondary assessment districts.

Winchester Historic District



Old Town Primary and Secondary Districts



Selected Reference Material

Licenses, Permits, and Regulations

Conditional Use Permit Process

<http://www.winchesterva.gov/planning/documents/conditionalusebrochure.pdf>

Rezoning Process

<http://www.winchesterva.gov/planning/documents/rezoningbrochure.pdf>

Site Plan Review Process

<http://www.winchesterva.gov/planning/documents/siteplanbrochure.pdf>

Minor Subdivision Review Process

<http://www.winchesterva.gov/planning/documents/minorsubdivisionbrochure.pdf>

Major Subdivision Review Process

<http://www.winchesterva.gov/planning/documents/majorsubdivisionbrochure.pdf>

Zoning Districts

<http://gis.winchesterva.gov/pdf/Zoning.pdf>

Business Formation, Registration and Licensing

A Guide to Establishing a Business, Virginia Economic Development Partnership.

Phone: 804-371-8100

Web: <http://www.yesvirginia.org/pdf/guides/EstablishingBusiness.pdf>

Virginia Business Resource Directory, Virginia Employment Commission.

Phone: 804-786-8223

Web: <http://velma.virtuallmi.com>

Business Financing

A Guide to Business Incentives 2005-2006, Virginia Economic Development Partnership.

Phone: 804-371-8100

Web: http://www.yesvirginia.org/pdf/guides/07-08_BusinessIncentives.pdf

Employment and Labor

ADA Regulations and Technical Assistance Materials, U.S. Department of Justice, Civil Rights Division

Phone: 800-514-0301

Web: www.usdoj.gov/crt/ada/publicat.htm

Look at the Facts Not the Faces: Your Guide to Fair Employment, U.S.

Department of Justice, Civil Rights Division

Phone: 800-255-8155

Web: www.usdoj.gov/crt/osc/pdf/en_guide.pdf

Guide for the Employment of Teenagers, Virginia Department of Labor and Industry, Division of Labor and Employment Law
Phone: 804-786-2386
Web: www.dli.state.va.us/infocenter/publications/laborlaws/guideforteens_web.pdf

Incentives

Incentives! A Guide to the Federal Historic Preservation Tax Incentives Program for Income-producing Properties
Phone: (202) 513-7270
Web: www.cr.nps.gov/hps/tps/tax/incentives/index.htm