

REGIONAL CHAMBERS OF COMMERCE

ROANOKE REGIONAL CHAMBER OF COMMERCE

20 S. Jefferson Street
Roanoke, VA 24011

(540) 983 - 0700

www.roanokechamber.org

SALEM ROANOKE-COUNTY CHAMBER OF COMMERCE

611 E. Main Street
Salem, VA 24153

(540) 387 - 0267

www.s-rcchamber.org

VINTON AREA CHAMBER OF COMMERCE

116 S. Poplar Street, #1
Vinton, VA 24179

(540) 343 - 1364

www.vintonchamber.org

ROANOKE COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

The Roanoke County Department of Economic Development is committed to helping you succeed, whether you're considering opening a new business or thinking of expanding your existing business. Our Existing Business Program serves the needs of Roanoke's County's business community. The goal of the program is to enhance communication, facilitate access to resources and related services, and remain an interactive partner with the business community.

Some of the program's numerous outreach initiatives include: Regular visits to County businesses; expediting business concerns on issues such as permitting, expansions, regulations, and zoning; involvement with state and regional agencies such as the HIVE Business Incubation Center, the Roanoke Regional Small Business Development Center, Virginia Career Works - Blue Ridge, and the Virginia Department of Small Business and Supplier Diversity.

GET IN TOUCH

5204 Bernard Drive, Fourth Floor
(540) 772-2069
econdev@roanokecountyva.gov
www.yesroanoke.com

6 STEPS TO START A BUSINESS

IN ROANOKE COUNTY



1



DEVELOP A BUSINESS PLAN

A business plan helps to assess whether your business idea is viable and provides a road map for the operation of the business. Set up a meeting with a counselor at the Roanoke Regional Small Business Development Center to get started.

2



ESTABLISH YOUR BUSINESS

There are several steps to ensuring a business is aligned with local, state, and federal regulations. Some companies will need additional requirements, depending on the type of business entity.

3



SECURE A BUSINESS LOCATION

When searching for a business location, pay attention to the property's zoning and note that special use permits may be required to allow your business operations. Visit the Roanoke County Site Selector to find the best fit.

4



VERIFY LOCAL DEVELOPMENT REQUIREMENTS AND OBTAIN CO

Determine whether you need building, sign, or land disturbing permits, as well as utility services. After receiving appropriate approvals from the Community Development department, you will be issued a Certificate of Occupancy. With a CO, you can obtain a business license.

5



GET YOUR BUSINESS LICENSE

Complete the business license application form from the Commissioner of the Revenue's Office. A fee based on your business' first year's anticipated revenue will be charged.

6



SCHEDULE A RIBBON CUTTING AND BEGIN MARKETING YOUR BUSINESS!

Your hard work has paid off and it's time to get the word out! Local chambers of commerce are great resources to begin networking and showcasing your business. As a member, they will help organize a ribbon cutting or grand opening to promote your business. Roanoke County Economic Development participates in these events regularly and publishes them on social media and in our newsletter.

BUSINESS RESOURCES

ROANOKE REGIONAL SMALL BUSINESS DEVELOPMENT CENTER

(540) 983-0717

210 S. Jefferson Street

www.roanokesmallbusiness.org

ROANOKE COUNTY SITE SELECTOR

siteselector.roanokecountyva.gov

DEPARTMENT OF COMMUNITY DEVELOPMENT

(540) 772-2065

5204 Bernard Drive, Second Floor

roanokecountyva.gov/17/Community-Development

COMMISSIONER OF THE REVENUE

(540) 772-2046

5204 Bernard Drive, First Floor

roanokecountyva.gov/449/Business-Licenses

OTHER PERMIT RESOURCES:

VA HEALTH DEPARTMENT

www.vdh.virginia.gov

(540) 224 - 4520

VA ALCOHOLIC BEVERAGE CONTROL

www.abc.state.va.us

(540) 562-3604

VA SOCIAL SERVICES DEPARTMENT

www.dss.virginia.gov

(540) 387-6087

VA DEPARTMENT OF LABOR AND INDUSTRY

www.doli.virginia.gov

(540) 562 - 3580

VA DEPARTMENT OF ENVIRONMENTAL QUALITY

www.deq.virginia.gov

(540) 562 - 6700

