



START YOUR BUSINESS

Checklist

A step-by-step launch guide for Culpeper County entrepreneurs

Culpeper County Economic Development has created this checklist for entrepreneurs starting a business. Visit beaculpeperlocal.com for the complete guide, including links to all resources.

Need help? *Free one-on-one advising is available through the Small Business Development Center at cvsbdc.org.*

STATUS	TASK
PLAN FOR SUCCESS	
<input type="checkbox"/>	Validate your business idea by identifying similar products or services and potential customers.
<input type="checkbox"/>	Explore free local resources: workshops, events, and community partners. Visit our "Tools for Business Success" tab.
<input type="checkbox"/>	Write a business plan as your roadmap for success. The Small Business Development Center (cvsbdc.org) can help — for free!
<input type="checkbox"/>	Research whether your industry requires any special permits, licenses, or professional registrations.
<input type="checkbox"/>	Learn about your local, state, and federal tax responsibilities.

LAUNCH	
<input type="checkbox"/>	Step 1 — Determine your business structure. If forming a corporation, LLC, or limited partnership, register with the Virginia State Corporation Commission .
<input type="checkbox"/>	Step 2 — Get your Federal Tax ID (EIN). Apply free at irs.gov . Do not use websites that charge a fee — the EIN application is always free.
<input type="checkbox"/>	Step 3 — Register your business name. Register free at the Virginia Department of Taxation . You will need your EIN from Step 2 first.
<input type="checkbox"/>	Step 4 — Obtain a business license. County businesses (outside town limits) are not required to obtain a license but should register at culpepercounty.gov . Town of Culpeper businesses require a license — pick up the registration packet at Town Hall, 400 S. Main St.
<input type="checkbox"/>	Step 5 — Register with taxation departments. Register for Business Tangible Personal Property Tax with the Culpeper County Commissioner of the Revenue. Retail/wholesale businesses must also register with the Virginia Dept. of Taxation (804-367-8037). Visit irs.gov/businesses for federal tax guidance.
<input type="checkbox"/>	Step 6 — Register with DPOR if applicable. Required for medical, legal, accounting, construction, beauty, architecture, real estate, private security, car dealerships, hair salons, food trucks, and daycare. Register at dpor.gov or call 804-367-8500.
<input type="checkbox"/>	Step 7 — Obtain building & zoning permits. County businesses: contact the Culpeper County Dept. of Planning & Zoning. Town businesses: review the "Register Your Business in the Town of Culpeper" packet for zoning, home occupation permits, and sign regulations.
<input type="checkbox"/>	Open a dedicated business bank account to separate personal and business finances before bringing in revenue or paying expenses.
<input type="checkbox"/>	If hiring employees: register with the Virginia Employment Commission (vec.gov) . List jobs on the Work in Culpeper website. WinC is a free job platform for Culpeper businesses.

