

STARTING A SMALL BUSINESS IN NEWPORT NEWS

If you are considering starting a small business, Newport News is the place to be. We make the process as seamless as possible.



SELECT YOUR BUSINESS INDUSTRY TYPE

It is important to select your business industry based on your expertise and background.

Want more information about starting a business?
sba.gov/business-guide



WRITE YOUR BUSINESS PLAN

Your business plan is a written document that describes the objectives you have for your business and how they will be met. It is also a roadmap that can help you obtain funding.

Need help writing a business plan?
tiny.cc/write-your-plan



FINANCE YOUR START-UP

Your business plan determines how much capital you need to successfully start and manage your business.

Need more funding information?
tiny.cc/fund-your-business



DETERMINE LEGAL STRUCTURE (ENTITY TYPE)

Determining legal structure is an important step in starting a business. There are several types you can form in Virginia, such as Sole Proprietorship, General Partnership, Limited Liability Company, Corporation and Benefit Corporation. Each has specific legal and tax implications.

Want more information on registering your business entity?
scc.virginia.gov



GET FEDERAL AND STATE TAX IDENTIFICATION

You may need an Employer Identification Number (EIN), also known as a Federal Tax ID Number. Contact the IRS to find out if you need one. If so, they are available online for free. If you plan on having business activity in Virginia, you should also register with the Virginia Department of Tax.

Ready to get started in Virginia?
tax.virginia.gov
Need to determine if you require an EIN from the IRS?
tiny.cc/business-ein



CHOOSE YOUR BUSINESS NAME AND REGISTER

Choose a business name that accurately reflects the type of goods or services you offer. Your business location and structure determine where you need to register.

Ready to register your name?
State Corporation Commission:
tiny.cc/va-scc
Newport News Circuit Courts:
tiny.cc/nn-courts



OBTAIN STATE LICENSING

Professional licenses or certifications are required for certain types of businesses. Here are a few state regulatory agencies:

- Department of Health Professions: www.dhp.virginia.gov
- Department of Agriculture and Consumer Services: vdacs.virginia.gov
- Department of Professional and Occupational Regulation: www.dpor.virginia.gov

Need professional licensing or certification information?
www.dpor.virginia.gov



CHOOSE YOUR BUSINESS LOCATION

The location of your business is crucial. Is it located in an incentivized zone? To find out, go online to Newport News GIS at gis2.nngov.com/gis/. Turn on the Enterprise Zone, Opportunity Zone and Technology Zone layers under the Planning & Development section.

Looking for more information on Codes Compliance?
nnva.gov/Codes-Compliance

Planning to start a home-based business? Zoning requirements apply. Contact Newport News Codes Compliance to ensure that your business will operate within the proper zone and that the business structure meets building requirements.

Need help choosing a location?
gis2.nngov.com/gis/

If you reside in an apartment, check with your property management company or leasing agent to ensure there are no restrictions.



APPLY FOR LICENSES AND PERMITS

If your business is regulated by a federal agency, you will need a federal license or permit. Licenses and permits for the state and city are based on your business activities and location. Fees will vary.

Need more information on licensing?
tiny.cc/nn-cr or call (757) 926-8752

The Commissioner of the Revenue's (COR) office assesses a local business license tax on business you conduct in Newport News and business tangible personal property that is located in Newport News. The COR also levies taxes on food and beverage, lodging, admissions, short-term rentals and transient activities.