

# Start Your Business – Checklist

The Loudoun County Department of Economic Development has created this guide for entrepreneurs starting a business. This checklist is intended as a general guide only; actual steps may vary on a case-by-case basis. Have a specific question for a county department? Contact our Business Assistance Team at 703-777-0395.

STATUS	TASK	✓
<b>PLAN</b>	Validate your idea by identifying similar products/services, potential customers, and by receiving feedback.	
	Identify resources to help you plan, launch and grow (such as small business agencies and organizations).	
	Write a business plan as your roadmap for success. Consider the foundations of your company, such as the business structure and financial needs, along with the future of your business, such as projected revenue, exit plan, etc.	
	Confirm any special permits or licenses required by your industry.	
	Learn about your local, state and federal tax responsibilities.	
<b>LAUNCH</b>	Complete any requirements for your selected business structure.	
	Register your “Doing Business As” name at Circuit Court — required only if you are not incorporating, or need a secondary name.	
	Apply for an Employer Identification Number with the IRS (not required for sole proprietors, but recommended).	
	Find your location and conform with local zoning regulations prior to purchasing or signing a lease.	
	Obtain a local business license and register for local business taxes. Confirm with your local jurisdiction (county, town, city) where you need to register.	
	Apply for any additional registrations that may be required:	
	<ul style="list-style-type: none"> <li>- Register with Virginia of Taxation Department (sales, use and income tax).</li> <li>- Register with Virginia Employment Commission (if hiring or will hire employees).</li> <li>- Other applicable government departments related to business type (for example, health department if in food services).</li> </ul>	
<b>GROW</b>	Consider business insurance options that are appropriate for your company.	
	Implement your marketing and promotions plan.	
	Find out if you qualify for small business certifications such as veteran, woman and minority owned, or others.	