

# OPENING A BUSINESS IN WAYNESBORO YOUR GUIDE TO CITY DEPARTMENTS



## START HERE

### ECONOMIC DEVELOPMENT

**RESOURCES** for funding, data, space, and startup guidance. **FREE WORKSHOPS.**

### ZONING

Find out if your proposed location is **ZONED** correctly for your business.

**COMPLETE** these steps if applicable to your business. Refer to **THE ENTREPRENEUR'S GUIDE** for details and contacts.

- Contractors doing work over \$1,000 must obtain a **STATE CONTRACTOR'S LICENSE**
- Food establishments require **HEALTH DEPARTMENT** and/or **ABC BOARD** approval
- Fictitious trade names must register with the **STATE CORPORATION COMMISSION**
- If using an **EIN NUMBER** obtain proof from the **IRS**

### PLANNING

Consider a different location or refer to the **COMMUNITY DEVELOPMENT FLOW CHART** for details on how to request a change of zoning.

Refer to the **COMMUNITY DEVELOPMENT FLOW CHART\*** to retain a design professional for building improvements.

### BUILDING

Obtain **BUILDING PERMITS** and complete building improvements.

You're ready to **OPEN!**

### UTILITIES

Confirm that City **UTILITY SERVICES: WATER, REFUSE, AND SEWAGE** are operational.

**ZONING**  
Secure your **SIGN PERMIT(S)**.

**STORE FRONT**

Is your business **HOME-BASED** or **STOREFRONT**?

**HOME-BASED**

### ZONING

Obtain your **HOME OCCUPATION PERMIT.**

**COMMISSIONER OF REVENUE**

Obtain your **BUSINESS LICENSE.**

Does your business need a **SIGN**?

**NO**

**YES**

Is your proposed location ready to operate, with **NO CONSTRUCTION** or **REMODELING** required per **BUILDING AND ZONING** regulations?

**NO**

**YES**

**NO**

**YES**

This chart is a general reference tool and not a complete guide. Requirements vary by business type and location. Be sure to contact each department for specific guidance.

# CITY DEPARTMENTS

## ECONOMIC DEVELOPMENT

301 W Main Street  
540-942-6570  
WaynesboroBusiness.com  
Staff@WaynesboroBusiness.com

## BUILDING

230 S Wayne Avenue  
540-942-6628  
Waynesboro.va.us/132  
BZ@ci.waynesboro.va.us

## ZONING

230 S Wayne  
540-942-6628  
Waynesboro.va.us/160  
BZ@ci.waynesboro.va.us

## COMMISSIONER OF REVENUE

503 W Main Street  
540-942-6610  
Waynesboro.va.us/137  
COR@ci.waynesboro.va.us

## WAYNESBORO HEALTH DEPT

540 Lew Dewitt Boulevard  
540-569-4848  
VDH.virginia.gov/central-shenandoah/  
cshdinfo@vdh.virginia.gov

## UTILITIES

503 W Main Street  
540-942-6643  
Waynesboro.va.us/300  
COWUtilities@ci.waynesboro.va.us

## PLANNING

230 S Wayne Avenue  
540-942-6604  
Waynesboro.va.us/162  
Planning@ci.waynesboro.va.us

**\*COMMUNITY DEVELOPMENT FLOW CHART**



OPENING A BUSINESS IN WAYNESBORO?

YES!

YOUR GUIDE TO CITY DEPARTMENTS

