



## WELCOME

### *Opening a Business in St. Paul, Virginia*

If you've been thinking about starting your own business, you'll find that St. Paul truly wants to help you to become successful. Not only does St. Paul offer a wonderful quality of life, our cost of living is low, the utility costs are competitive, but our community also provides a supportive environment for entrepreneurs.

### *Benefits of doing business in St. Paul and Wise & Russell County*

- Access to professional services like banks, accountants, real estate, title services and law offices
- Reliable, high speed Internet availability.
- Easy access to highways such as US 58 and Interstate 81.
- Affordable real estate and low real estate tax rate to keep your costs low.
- Wise County's Building & Zoning department can review and approve building permits quickly, so you can open your doors for business sooner.
- Quality and customizable workforce training programs exist at two local colleges, Mountain Empire Community College and UVA-Wise to help equip your employees with the right skills for the job.
- St. Paul is part of the accredited Virginia Main Street Program. The Virginia Main Street Program is a preservation-based economic and community development program that follows the Main Street Approach by the National Main Street Center.

The St. Paul IDA in partnership with the Town of St. Paul has developed this comprehensive “one stop shop” for those looking to opening new businesses, expand businesses, or develop new industry ventures.

### *Before opening a business, here are a few things to consider:*

- Am I willing to make the needed commitment of my time and money to make this business a success?
- Do I have the skills to operate this business?
- How well do I know my product/service, and is there a market for my product/service?
- What is the competition like for this product/service?
- Do I have a written business plan?
- Do I have adequate funding?

### *Suggested Steps to Opening a Business*

- Make an appointment with the Virginia Small Business Development Center for free consulting, affordable training courses, personal referrals to local resources, guidance, insights, and connections to help your business succeed. Learn more about Wise County's SBDC located at Mountain Empire Community college (<https://www.mecc.edu/sbdc/>).
- Write your business plan. This process will help you think through all the details and is required for most funding requests. There are many templates available for free on the internet.
- Get an accountant or accounting software.
- Register Your Business Entity: Once you've come up with your business concept, completed your research, developed a plan, and secured funding if needed, it's time to register with the Commonwealth of Virginia State Corporation Commission. ([www.scc.virginia.gov/pages/New-Business-Resources](http://www.scc.virginia.gov/pages/New-Business-Resources))
  - Check name availability
  - Reserve a name
  - Form a business
  - In some cases, you don't need to register at all. If you conduct business as yourself using your legal name, you won't need to register.
- Your business structure affects how much you pay in taxes, your ability to raise money, the paperwork you need to file, and your personal liability. You'll need to choose a business structure before you register your business with the state. An attorney or a tax professional can help you determine the best type of business structure (Sole proprietorship, general partnership, Limited liability partnership etc.)
  - Once you know your structure type, get your Federal & State Tax ID/EIN
    - A Federal Employer Identification Number (EIN), is like a social security number for a business and allows you to open bank accounts, handle payroll, and file taxes. An EIN is needed by any business that retains employees. However, non-employers are also required to obtain one if they operate as a corporation or partnership. If you are not sure if you need an EIN, review this guide from the IRS. If you answer yes to any question you need to apply for the EIN. ([www.irs.gov/businesses/small-businesses-self-employed/do-you-need-an-ein](http://www.irs.gov/businesses/small-businesses-self-employed/do-you-need-an-ein))
    - Visit the IRS.gov website to learn what new business owners need to know about federal taxes and help completing required documents and obtaining your EINs and Tax IDs. ([www.irs.gov/businesses/small-businesses-self-employed/starting-a-business](http://www.irs.gov/businesses/small-businesses-self-employed/starting-a-business))
    - Register your business at The Virginia Department of Taxation. ([www.tax.virginia.gov/register-business=virginia](http://www.tax.virginia.gov/register-business=virginia)).
- Find a location of your business. We are a multi-county town. It is very important to know which county you are in prior to applying for a license.
- If you are building, changing use of a building or renovating a business, please check the zoning ordinances which can be found at:([www.wisecounty.org/169/Zoning-Ordinance](http://www.wisecounty.org/169/Zoning-Ordinance)) and contact the Wise County Building & Zoning Department concerning zoning requirements. ([www.wisecounty.org/167/Permits-Fees](http://www.wisecounty.org/167/Permits-Fees)) Their website has easy to find information on when a building permit is required. ([www.wisecounty.org/h162/building-zoning](http://www.wisecounty.org/h162/building-zoning)) A copy of the Building Permit Application can be found in this packet or contact them via e-mail at: [buildingdept@wisecounty.org](mailto:buildingdept@wisecounty.org)
- Local Business Licenses: To conduct business in the Town of St. Paul you must have a business license and be in compliance with the zoning ordinance. A business wishing to locate in a permitted zoning district without the need for development can obtain the necessary compliance permit quickly and easily by visiting Town Hall.

- Town Hall is open Monday through Friday 8:30am to 4:30pm to issue a business license to operate a business and set up commercial waste service. The cost of a business license per year is based on revenue/gross receipts (see chart below).
- Business License: A copy of the business license application can be found is included in this packet or can be found on-line at: ([www.stpaulva.org/forms](http://www.stpaulva.org/forms))
- There is a \$30 business license minimum. The minimum license covers the first \$18,000 of gross receipts.
- If your business is to be located in your home, please review the Zoning Ordinance (Article 11) A link to download a copy can be found on the bottom of the following website/page: ([www.stpaulva.org/townhall/page/tax-license-fee-schedules](http://www.stpaulva.org/townhall/page/tax-license-fee-schedules))
- Existing Businesses - Filing deadline is February 28th based on the previous year's gross receipts.
- Other Tax, License & Fee Schedules can be accessed at: ([www.stpaulva.org/townhall/page/tax-license-fee-schedules](http://www.stpaulva.org/townhall/page/tax-license-fee-schedules))

### Business License Fees:

Business Licenses	Rate
Retail	\$ 0.17 per \$ 100.00 of Gross Receipts
Wholesale	\$ 0.13 per \$ 100.00 of Gross Receipts
Professional	\$ 0.30 per \$ 100.00 of Gross Receipts
Contractors	\$ 0.16 per \$ 100.00 of Gross Receipts
Vending Machines	\$ 25.00 per machine or sum of \$ 200.00 for operation of 10 or more-coin machines
Franchise Tax	5% of Gross Receipts
Other/Misc. Taxes	Rate
Meal Tax	5% with 3% Discount on the amount due for on-time payment
Occupancy Tax	5% All Room & Lodging Rentals

- Water/Sewer Hook-up and Payment: The cost of commercial waste collection services varies based on the frequency of collection. You may set up services while applying for your business license. A photo ID and SSN is required to begin services.

- Fire Prevention Inspections: If renovating or purchasing a building, a Wise County Fire Inspector will conduct a fire inspection prior to opening. This service is free of charge and can be scheduled prior to opening by calling the Wise County Fire Department.

### *Restaurants and Retail*

Restaurants and retail stores selling alcohol must contact the Virginia Alcohol Beverage Commission.

([www.abc.virginia.gov/licenses/get-a-license](http://www.abc.virginia.gov/licenses/get-a-license))

- Health Department Permits and Inspections: Food stores/Restaurants must apply for a permit from the Virginia Department of Health. For guidelines and requirements please review the information found on the Virginia Department of Health website found here: ([www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-operators](http://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-operators))
- Wise County Health Department 134 Roberts Avenue, Wise Virginia 24293
  - Phone: 276-328-8000 Fax: 276-376-1020

### *Funding and Financing resources*

- [Wise County IDA](#)
- [Russel County IDA](#)
- [Virginia Coalfield Economic Development Authority](#)
- [Virginia Small Business Financing Authority Loans and Grants Program](#)
- [SBA Loan and Grants Programs](#)
- [SBA List of Preferred Lenders](#)
- [Research Grants for Small Businesses](#)
- [LISC \(Local Initiatives Support Corporation\) Virginia](#)
- [Export - Import Bank of United States](#)
- [USDA Rural Development Funding opportunities](#)
- [Angel Investors Virginia](#)
- [Federal, Commonwealth of Virginia and Private Grants](#)
- [People Inc Small Business Loans](#)
- [St. Paul Main Street](#)
- [Lenowisco](#)
- [Wise County Chamber](#)