

TOWN OF LEESBURG ECONOMIC DEVELOPMENT

Start Your Business — Checklist

The Town of Leesburg Office of Economic Development has created this guide to assist entrepreneurs who are starting a business. This checklist is intended as a general guide only; actual steps may vary depending on the nature of your business. If you have a specific question please contact Russell Seymour at 703-771-6530 or rseymour@leesburgva.gov

STATUS	TASK	✓
PLAN	Validate your idea by identifying similar products/services, potential customers, and by receiving feedback.	
	Identify resources to help you plan, launch and grow (SBA, SBDC, local government departments, etc.).	
	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.	
	Does your industry require any special permits or licenses?	
	Learn about your local, state and federal tax responsibilities.	
LAUNCH	Complete any requirements for your selected business structure.	
	Register "Doing Business As" name at Circuit Court — required only if you are not incorporating, or need a secondary name.	
	Apply for Employer Identification Number with the IRS (not required for sole proprietors, but recommended).	
	Find your office space and conform with local zoning regulations prior to signing a lease.	
	Obtain 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"> • Register with Virginia Taxation Department (sales, use and income tax). • Register with Virginia Employment Commission (if hiring or will hire employees). • Other applicable government departments related to business type (for example, health department if in food services). 	
GROW	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.	

To find out more about starting or growing your business in the Town of Leesburg contact Russell Seymour, Economic Development Director rseymour@leesburgva.gov or call 703-771-6530. Please visit our website at www.leesburgva.gov.



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