



SMALL BUSINESS TOOL-KIT

WWW.LOVENELSONVA.ORG

WELCOME TO NELSON COUNTY

**On the Sunrise Side of
the Blue Ridge**

Nelson's assets include significant investment in K-12 education, a skilled and qualified workforce, competitive tax rates, and an outstanding quality of life. Nelson

County is a great place to live, work and operate your business. Nelson County economic development staff recognizes the complexity of starting, growing or relocating your business, however, and we are here to help you navigate the necessary processes. This Small Business Toolkit is intended to provide an informative starting point for anyone who is interested in:

- 1** **STARTING A NEW BUSINESS**
- 2** **CHANGING LOCATIONS WITHIN NELSON COUNTY FOR AN EXISTING BUSINESS**
- 3** **EXPANDING A BUSINESS AT THEIR CURRENT LOCATION**
- 4** **RELOCATING THEIR BUSINESS INTO NELSON COUNTY**

We strongly encourage anyone considering any of the above options to review this toolkit and to talk to County staff regarding permitting processes, regulations, business licenses and other requirements prior to making any contractual commitments. Staff contact information is noted throughout the toolkit, and our economic development staff is always available at any point in the process to answer questions and provide assistance. We want to work with you from the earliest stages of your project to make sure that your process is as efficient and hassle-free as possible. Thank you for considering Nelson County as a home for your business.

OUR ECONOMIC DEVELOPMENT EXPERTS:



We are a small department and we do our absolute best to respond to your inquiries as quickly as we can.

Please give us a call!

434-263-7015 - info@nelsoncounty.org - www.lovenelsonva.org

BUSINESS ASSISTANCE PARTNERS

Central Virginia Small Business Development Center (CV SBDC)

For established firms, emerging companies or aspiring entrepreneurs, the Virginia SBDC offers counseling, training and information resources directed especially at small businesses.

1001 Research Park Blvd, Ste. 301, Charlottesville, 434-295-8198, www.cvsbdc.org

Nelson Chamber of Commerce

The Chamber is a membership business organization, promoting business and quality of life in the area.

POB 182 Lovington, 434-263-5971 www.nelsonchamber.org

Charlottesville Business Innovation Council (CBIC)

CBIC collectively supports entrepreneurs and tech-based businesses by providing networking, visibility, promotion, education and advocacy opportunities.

PO Box 303 Charlottesville, 434-242-5886, www.cvilleinnovation.org

Charlottesville Workforce Center

The "one-stop" facility offers free services and training programs for job seekers and employers looking to hire. The Center is a collaborative program between several state agencies and local programs.

2211 Hydraulic Road, Charlottesville, www.vec.virginia.gov/charlottesville To reach a specialist, call 434-282-2594.

Local Food Hub

Local Food Hub is a nonprofit organization working to strengthen and secure the future of a healthy regional food supply by providing small farmers with concrete services that support their economic vitality and promote stewardship of the land.

434-244-3276, localfoodhub.org.

Service Corps of Retired Executives (SCORE), Central Virginia

This nonprofit is committed to the education, formation, growth, and success of small businesses in the Central Virginia area. They offer counseling sessions and workshops written and conducted by retired executives with years of business experience. Counseling sessions are free, while workshops are available for a nominal fee.

East Market and Fifth Streets, Suite 200, Charlottesville, 434-295-6712 www.centralvirginia.score.org

Stultz Center, Piedmont Virginia Community College

The Stultz Center provides excellent and innovative workforce training programs for incumbent workers employed in private industry, government and nonprofits, and also offers customized training services.

501 College Drive, Charlottesville, 434-961-5354, www.pvcc.edu, workforce@pvcc.edu.

Central Virginia Partnership for Economic Development (CVPED)

CVPED works closely with the Small Business Development Center and the Piedmont Workforce Network to provide economic research, site selection assistance, training, and technical assistance with information, seminars, and individual counseling, as well as workforce development solutions such as recruitment, screening, training and placement services through its combined resources and staff.

1001 Research Park Blvd, Ste. 301 434-979-5610, www.centralvirginia.or

Virginia Cooperative Extension

Extension programs include agriculture, natural resources, family and consumer sciences, 4-H Youth Development, and community viability.

460 Stagecoach Road, Charlottesville, VA 22902, 434-872-4580.

Virginia Department of Small Business & Supplier Diversity

The Virginia SBSB offers information on the Virginia Small Business Finance Authority business loans for small businesses, the Small, Women owned and Minority-owned (SWaM) certification program, and the Disadvantaged Business Enterprise (DBE) program, among others. 101 N. 14th Street, 11th Floor, Richmond, VA 23219, 804-786-6585, www.sbsd.virginia.gov

Virginia Economic Development Partnership (VEDP)

The VEDP maintains business information about all counties in Virginia, as well as an advanced online site selection tool to help discover the best location for a business based on specific workplace needs.

901 East Cary Street, Richmond, VA 23219, 804-545-5600, <http://www.yesvirginia.org/>.

Virginia Farm Bureau Federation

The Virginia Farm Bureau is a non-governmental, nonpartisan, voluntary organization working to protecting Virginia's farms through legislative lobbying, leadership and development programs, insurance products, agricultural information, and other services.

890 Rio East Court, Suite A, Charlottesville, VA 22901, 434-293-5775, www.vafb.com

Alcoholic Beverage License

The Virginia Department of Alcoholic Beverage Control exercises a monopoly over the importation and sale of alcoholic beverages other than beer and wine. Licenses are issued for the manufacture of liquors, the wholesaling and sale of beer and wine, and the sale at retail of spirits by the drink. Virginia Department of Alcoholic Beverage Control, 900 Natural Resources Drive, Charlottesville, VA 22903, 434-977-2974, <http://www.abc.state.va.us>.

Department of Health

Before a food establishment license can be issued by the Business License Department, the Health Department must be contacted to obtain a Health Department permit. Charlottesville/Albemarle Health Department, 1138 Rose Hill Drive, Charlottesville, VA 22903, 434-972-6269.

<http://www.vdh.state.va.us>.

Environmental Regulations

Businesses operating in Nelson County are subject to environmental regulations and laws at both the state and national level. Virginia Department of Environmental Quality Valley Regional Office, 4411 Early Road, Harrisonburg, VA 22801, (540) 574-7800, <http://www.deq.state.va.us/LawsRegulations.aspx> and United States Environmental Protection Agency (EPA), Region 3 Regional Office,

<https://www.epa.gov/aboutepa/visiting-epa-region-3s-offices>

Labor Requirements

Businesses operating in Nelson County are subject to the terms regarding minimum wage, overtime pay, recordkeeping, and youth employment standards of the Fair Labor Standards Act (FLSA) and Virginia State law.

U.S. Department of Labor, 200 Constitution Ave, NW, Washington DC, 20210, 866-487-2365, <http://www.dol.gov/whd/flsa/>, and Virginia Department of Labor and Industry Locations: www.doli.virginia.gov/offices/doli_offices_locations.html

OSHA

The Occupational Safety and Health Administration (OSHA) is an agency in the U.S. Department of Labor responsible for the enforcement of safety and health legislation. Employers must provide their employees with a workplace that does not have serious hazards, and follow all relevant OSHA safety and health standards. OSHA offers resources targeted at small businesses, such as free on-site consultation regarding potential occupational hazards. Occupational Safety & Health Administration, 200 Constitution Ave NW, Washington DC, 20210, 800-321-6742

Register a Trade Name or General Partnership

General partnership and trade names must be registered with the Clerk of the Circuit Court. 84 Court Square, Lovingson VA 22949, 434-263-7020.

Register a Corporation or Limited Partnership

All corporations (foreign and domestic) and limited partnerships conducting business in Virginia must register with the Virginia State Corporation Commission. To become incorporated in Virginia an organization must file trade names, "Doing Business As," Articles of Incorporation and amendments with the SCC. State Corporation Commission, P.O. Box 1197, Richmond, VA 23209, 804-371-9733, www.scc.virginia.gov

BUSINESS LICENSING, COUNTY TAXES



Every business operation in Nelson County must apply for a local Nelson County business license. Before applying for a business license, make sure :

1

Your business name is registered with the Clerk of the Circuit Court
434-263-7020

2

That you have registered with the Virginia State Corporation Commission if necessary
804-371-9733

3

That you have proper zoning approvals; For zoning assistance, contact the Planning and Zoning Department:
434-263-7090

There may be more specialized taxes and licenses applicable to your business. Contact the Commissioner of Revenue at 434-263-7070 for further assistance. The Business License application collects information about the type of business, which provides a basis for assessing local business taxes.



COMMONWEALTH OF VIRGINIA INCENTIVES

Virginia's best business incentive is its pro-business climate. Virginia strives to maintain traditions of sound fiscal management; a growing, diversified economy; moderate and stable taxes; and a conservative, results-oriented approach to business regulation. This advantageous climate – together with assets such as a strategic location, a highly productive workforce and excellent quality of life – makes Virginia a good place to do business.

Governor's Opportunity Fund

The Governor's Opportunity Fund (GOF) is a discretionary "deal closing" incentive available to the Governor to secure a business location or expansion project for Virginia. Grants are awarded to localities on a local matching basis with the expectation that the grant will result in a favorable location decision for the Commonwealth.

The Virginia Economic Development Incentive Grant (VEDIG)

The Virginia Economic Development Incentive Grant (VEDIG) is a discretionary performance incentive, designed to assist and encourage companies to invest and create new employment opportunities by locating significant headquarters, administrative or service sector operations in Virginia. To qualify, a company typically must create 200 new full-time jobs with average salaries at least 50% greater than the local prevailing wage and make a capital investment of at least \$6,500 per job.

Clean Energy Manufacturing Incentive Grant

The Clean Energy Manufacturing Incentive Grant (CEMIG) is a discretionary performance incentive, designed to encourage clean energy manufacturers to grow in Virginia.

Corporate Income Tax Credits

Virginia offers a variety of tax credits that are available for use against a company's corporate tax liability:

- Major Business Facility Job Tax Credit
- Worker Retraining Tax Credit
- Research and Development Tax Credit
- Recycling Equipment Tax Credit
- Daycare facility Investment Tax Credit
- Green Job Creation Tax Credit

Sales and Use Tax Exemptions

Virginia offers some of the broadest sales and use tax exemptions in the U.S. Some important exemptions include custom computer software; purchases used directly in research and development; charges for Internet access and related communications services; and manufacturers' purchases used directly in production.

Infrastructure Programs

A number of programs exist to help provide infrastructure including the Economic Development Access Program for adequate road access, the Rail Industrial Access Program to help construct railroad tracks, and the Transportation Partnership Opportunity Fund for other transportation-related issues.

Virginia Tourism Corporation (VTC)

VTC supports the creation of new tourism businesses. VTC partners with a number of other agencies and organizations to promote the creation and expansion of businesses in the Commonwealth. VTC is an active participant in the Entrepreneur Express Workshops.

<http://www.vatc.org/PAM/business/>

Early State Technology Companies

The Center for Innovative Technology accelerates innovation, imagination, and the next generation of technology and technology companies and is focused on plugging gaps at the earliest stages of the innovation continuum to help entrepreneurs throughout the Commonwealth launch and grow high-growth technology companies and create high-paying jobs for the future.

<http://www.cit.org/>

PERFORMANCE BASED INCENTIVES

NELSON COUNTY INCENTIVES

Economic Development Authority Financing
Nelson County EDA offers financing for qualified manufacturing operations, with a processing fee of 1/8th of 1% of the bond amount.

COMMONWEALTH OF VIRGINIA INCENTIVES

MICRO LENDING PROGRAM

– The Virginia Small Business Financing Authority's (VSBFA) "Small Business Microloan Program" is designed to assist Virginia's existing small business across the Commonwealth using short term loans. For a list of all VSBFA financing programs, <http://vdba.virginia.gov/vsbfa.shtml>.

FOOD & AGRIBUSINESS DEVELOPMENT ASSISTANCE

Virginia Department of Agriculture & Consumer Services (VDACS), <http://www.vdacs.virginia.gov/>, offers a number of resources and programs for agriculture and food production. The newest is a grant program called the Agriculture and Forestry Industries Fund, <http://www.vdacs.virginia.gov/agribusiness/afid.shtml>.

WORKFORCE INCENTIVES/VIRGINIA JOBS INVESTMENT PROGRAM (VJIP)

The Workforce Center programs complements a Virginia Department of Business Assistance grant program, VJIP, which supports private sector job creation and helps offset recruiting and training costs incurred by companies that are either creating new jobs or implementing technological upgrades. The VJIP program can be accessed at the VEDP main website, www.yesvirginia.org

MANUFACTURING ASSISTANCE

GenEdge Alliance offers technical resources to help manufacturers improve their operations and profit margins, through subsidized custom training and consultant resources, <http://www.genedge.org/>.

FEDERAL INCENTIVES

USDA VALUE-ADDED PRODUCER GRANT

Maximum Grant Amount: \$100,000 for planning grants;
\$300,000 for working capital grants.

Cost Sharing Requirement: Cash or eligible in-kind matching funds equal to at least the amount of grant funds requested.

Applicant types: Independent Producer, Agricultural Producer Group, Farmer or Rancher Cooperative, or Majority-Controlled Producer-Based Business Venture.

BUSINESS SIGNS

**Signs in Nelson County are regulated by ordinance. The ordinance specifies sign size, location/placement, and certain design characteristics (e.g., illumination). Please contact the Department of Planning and Zoning for an application and assistance.
434-263-7090**

AGRIBUSINESS

Agricultural uses on parcels of five (5) acres or more are eligible for a decreased property tax called "land use." To learn more about qualifying for land use, please contact the Commissioner of the Revenue at 434-263-7070. Please see the County Zoning Ordinance to learn more about what kinds of agri-tourism activities are considered by-right and what would require a special use permit. Please contact a staff person with the Nelson County Department of Planning & Zoning at 434-263-7090, for any questions about permitted agri-business uses and other regulations such as permanent or temporary signage.



- **Stable, well-run government**
- **Proximity to the University of Virginia, Piedmont Virginia Community College, Lynchburg College, Liberty University, Central Virginia Community College**
- **Terrific public-school system with small classroom sizes**
- **Thriving adult beverage industries (spirits, vineyards, cideries and breweries)**
- **Competitive real estate and property taxes**
- **Spectacular viewsheds and natural areas for outdoor adventure**
- **An abundance of music, art, and leisure opportunities**
- **Low crime rate**
- **Strong entrepreneurial focus**

Nelson County Economic
Development Office
8519 Thomas Nelson Hwy
Lovingston, VA 22949

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