The information presented in this publication has been compiled from a wide range of sources including state, local and federal government institutions, businesses and nonprofit organizations. While every effort is made to obtain the most current information available, not all of this information was independently researched or verified by the Fairfax County Economic Development Authority. Additionally, information on services, programs, agencies and organizations is subject to change. Therefore, no warranty is made regarding its accuracy, nor are endorsements made regarding any organizations listed herein.
DOING BUSINESS IN FAIRFAX COUNTY

A comprehensive guide to starting, financing and growing your business in Fairfax County, Virginia
I am delighted that you have chosen Fairfax County as a location for starting or growing your business.

In less than 40 years, Fairfax County has transformed itself from a suburban bedroom community into the economic engine of the Washington area—what Time magazine called “one of the great economic success stories of our time” and The Washington Post called “the economic wunderkind of Virginia and in many ways of the Washington area.”

With more than 30,000 payroll business establishments and tens of thousands of self-employed residents, Fairfax County has one of the most robust and diversified business communities anywhere in the world. The county is home to everything from large Fortune 500 companies to thousands of small and home-based businesses, and each one of them is an important part of this economic engine.

The Fairfax County Economic Development Authority (FCEDA) promotes Fairfax County as one of the world’s best business locations. The FCEDA does this to help businesses create jobs and wealth for residents, and to build the commercial tax base that the Fairfax County Board of Supervisors uses to fund the high-quality services for which the county is well-known.

FCEDA services include:

- assisting businesses with start-up, relocation or expansion needs by identifying and showing county office or industrial real estate options that best suit their requirements;
- helping companies expand existing operations by providing information and answering inquiries about county zoning, taxes and other issues critical to doing business;
- providing current and comprehensive market intelligence about Fairfax County, the Commonwealth of Virginia and metropolitan Washington;
- acting as liaison between businesses and regulatory agencies;
- helping companies build relationships with potential partners and clients; and,
- providing information for employees relocating to the county.

“Doing Business in Fairfax County” is another way that the FCEDA aids business creation. This book spells out everything you need to know about starting a business in the county. It also provides contact information for county agencies and other organizations that provide services to assist businesses and help them thrive here. I trust that you will find this book to be an important resource in your venture.

We in Fairfax County are fortunate to have political leadership that has maintained solidly pro-business policies for decades and recognizes the value of a strong business community and diversified economic base. At the same time, Virginia annually is recognized by national organizations as being one of the best states in which to do business. This is truly one of the best places in the world to start and build a business.

If the FCEDA can be of further assistance as you build your business, please do not hesitate to contact us at 703-790-0600 or info@fceda.org. Or visit our Web site, www.fairfaxcountyeda.org. I wish you the greatest success in your endeavors.

Gerald L. Gordon, Ph.D.
President and CEO
Fairfax County Economic Development Authority
# Table of Contents

**Introduction to Fairfax County, Virginia** .............................................. 1  
Fairfax County Businesses at a Glance...................................................... 2  

**Doing Business Basic Start-Up Checklist** ............................................. 4  

**Getting Started** .................................................................................... 5  
Learn, Research and Plan ........................................................................ 6  
Research Resources .................................................................................. 6  
Training and Technical Assistance Resources ........................................... 6  
Choose a form of Business Ownership ................................................... 7  
Legal Structure of a Business ................................................................... 8  
Business Formation, Registration and Licensing Requirements ............... 10  
Business, Professional and Occupational License .................................... 10  
Franchise Registration .............................................................................. 10  
Corporation Registration ........................................................................... 11  
Non-Corporate Registration ..................................................................... 11  
  Business Trusts ..................................................................................... 11  
  Limited Liability Companies ................................................................. 12  
  Partnerships .......................................................................................... 12  
  Sole Proprietorships ............................................................................. 12  
Out-of-State (Foreign) Firms Transacting Business in Virginia .................. 12  
  Foreign Corporations ............................................................................. 12  
  Foreign non-corporate entities ......................................................... 13  
Securities Registration ............................................................................. 13  
Occupational Licensing .......................................................................... 13  
Registering a Business Name and Trademarks ......................................... 14  
  Trade Name Registration ...................................................................... 14  
  Trademark Registration ....................................................................... 14  
Other Licensing and Registration ............................................................. 15  
  Food and Beverage .............................................................................. 15  
  Food Service Permits .......................................................................... 15  
Motor Vehicle Requirements .................................................................... 16  
  Registration .......................................................................................... 16  
  Emissions Inspections ......................................................................... 17  
  Safety Inspections .............................................................................. 17  
  Motor Vehicles Personal Property Tax Reporting .................................... 17  

**Financing** ............................................................................................... 19  
Common Sources ..................................................................................... 20  
Bonds ......................................................................................................... 20  
  Fairfax County Economic Development Authority ................................... 21  
  Industrial Revenue Bond Financing ...................................................... 21  
Virginia Department of Business Assistance—Virginia Small Business Financing Authority ................................. 21  
  Industrial Development Bonds (IDB) and the Umbrella IDB Program ........ 22  
  501(c)(3) Tax Exempt Bonds ................................................................. 22  
Equity ......................................................................................................... 22  
  Fairfax County Economic Development Authority ................................... 22  
  Capital Attraction Program .................................................................. 22  
Center for Innovative Technology ............................................................ 23  
  Growth Acceleration Program ............................................................... 23  
Mid-Atlantic Venture Association ............................................................. 23  
U.S. Small Business Administration ........................................................ 24
Small Business Investment Company (SBIC) Program ........................................ 24
Specialized Small Business Investment Company (SSBIC) Program ................. 24
Grants/Awards/incentives .................................................................................. 25
Center for Innovative Technology .................................................................. 25
Federal Funding Assistance Program ............................................................... 25
Virginia Department of Business Assistance .................................................. 25
Virginia Jobs Investment Program .................................................................. 25
Virginia Economic Development Partnership .................................................. 26
Governor’s Opportunity Fund .......................................................................... 26
U.S. Small Business Administration ................................................................. 26
Small Business Innovation and Research (SBIR) Program............................... 26
Small Business Technology Transfer (STTR) Program .................................... 27
Loans/Loan Guaranty ........................................................................................ 27
Community Business Partnership .................................................................... 27
Hispanic Equipment Loan ................................................................................ 27
Micro-Loan Program ....................................................................................... 27
Helping Hands Loan ....................................................................................... 28
Business Finance Group, Inc. ......................................................................... 28
Virginia Community Capital .......................................................................... 29
Virginia Department of Business Assistance—Virginia Small Business Financing Authority .......................................................... 29
Cash Collateral Program .................................................................................. 29
Child Day Care Financing Program ................................................................. 29
Loan Guaranty Program .................................................................................. 29
Economic Development Loan Fund ................................................................. 30
Virginia Capital Access Program .................................................................... 30
Small Business Microloan Program ................................................................. 30
Virginia Small Business Environmental Compliance Assistance Fund ........... 30
U.S. Small Business Administration ................................................................. 31
Basic 7(a) Loan Guaranty Program ................................................................ 31
7(a) CAPLine Program .................................................................................... 31
Export Express Program .................................................................................. 31
Export Working Capital Program .................................................................... 31
International Trade (IT) Loan Program ............................................................ 32
Micro-Loan Program ....................................................................................... 32
Patriot Express ................................................................................................ 32
Section 504 Certified Development Company Program .................................. 32
Surety Bond Guarantee Program ..................................................................... 32
Export-Import Bank of the United States ......................................................... 33
Overseas Private Investment Corporation ...................................................... 33

Location Considerations ................................................................................. 35
Assistance with Choosing a Location ............................................................... 37
Fairfax County Economic Development Authority ......................................... 37
Southeast Fairfax Development Corporation .................................................. 37
Brokerage Firms and Real Estate Service Companies ...................................... 37
Where to operate your business ..................................................................... 38
Home-Based Businesses .................................................................................. 38
Business Incubators ...................................................................................... 38
Executive Office Suites .................................................................................. 38
Commercial Office Space (Leased or Owned) ................................................ 39
Telecommuting/Telework ............................................................................... 40
Telework and Training Centers ...................................................................... 40
Teledwork!VA ................................................................................................ 40
Permits, Processes and Requirements .............................................................. 40
Planning and Zoning Requirements ............................................................... 41
Department of Planning and Zoning .............................................................. 41
Historic Overlay Districts
Revitalization Districts and Areas
Occupancy Permits
Home Occupation Permits—Home-Based Businesses
Non-Residential Use Permits
Building, Construction, Land Development Permits and Requirements
Land and Site Development
Building Permits
Electrical, Mechanical, Plumbing and Fire Protection System Permits—Construction
Americans with Disabilities Act (ADA)
Fire Marshal Inspections/Permits
Additional Requirements—Building, Site-Related Construction and Land Development
Environmental Permits and Requirements
Air Pollution Control
Commercial and Hazardous Waste Disposal Permits/Commercial Waste Collection
Recycling Requirements
Wastewater Discharge Permits
Well Water Supplies and Individual Sewage Disposal Systems
Other Permits
Home Child Care Facility Permits, Day Care Centers
Utilities
Cable Television
Electric Power
Natural Gas
Sewer Service
Telephone/Data Services
Water Service
Additional Resources

Staffing
Employees and Independent Contractors
Government Regulations and Tax Requirements
Employer Identification Number (EIN)
Employment Eligibility/Employment of Aliens
Employment Public Notice Requirements
Required State Posters
Required Federal Posters
Employment Reporting
Equal Opportunity
Americans with Disabilities Act (ADA)
Child Labor
Occupational Licenses and Permits
Payroll and Wages
Right-to-Work
Tax Requirements
Unemployment Insurance
Workers’ Compensation Insurance
Recruiting Resources
Virginia Employment Commission
Northern Virginia Workforce Investment Board, SkillSource Centers
Virginia Department of Business Assistance
Fairfax County Public Schools—Internships and Cooperative Education
Thomas Jefferson High School for Science and Technology
George Mason University Career Services
Northern Virginia Community College Cooperative Education and Internship Program
Virginia Department for Aging and Rehabilitative Services
Training and Development Resources ................................................................. 71
Registered Apprenticeship .................................................................................. 71
Virginia Department of Labor and Industry, Division of Registered Apprenticeship.... 71
Fairfax County Public Schools, Adult Education .................................................. 71
Technical and Proprietary Career Schools .......................................................... 72
Higher Education Resources ............................................................................. 72
National Center for Education Statistics ........................................................... 72
Fairfax County Economic Development Authority .......................................... 72
George Mason University .................................................................................... 72
Northern Virginia Community College ............................................................. 73
University of Virginia, Northern Virginia Center .............................................. 73
Virginia Polytechnic Institute and State University, Northern Virginia Center ....... 74
Salary and Compensation Data ......................................................................... 74

Taxes ....................................................................................................................... 77
Obtaining an Identification Number .................................................................... 78
Employer Identification Number ......................................................................... 78
Business, Professional and Occupational License (BPOL) Tax ............................ 78
BPOL Tax Rates ................................................................................................. 78
BPOL Exclusions and Adjustments ..................................................................... 79
Business Income Taxes ...................................................................................... 80
Corporations ........................................................................................................ 80
“Pass-through” Entities ...................................................................................... 80
Sole Proprietorships ........................................................................................... 81
Employer Taxes .................................................................................................. 81
Employer Withholding ......................................................................................... 82
Unemployment Insurance ................................................................................... 84
Property Taxes ..................................................................................................... 85
Business Personal Property ............................................................................... 85
Business Personal Property ............................................................................... 85
Motor Vehicles .................................................................................................... 86
Real Property Tax ................................................................................................. 87
Sales and Use Tax ............................................................................................... 88
Utility Taxes ......................................................................................................... 88
Consumer Utilities Taxes .................................................................................... 88
Utility Consumption Tax ..................................................................................... 89

Government Procurement ............................................................................... 91
Federal Government Contracting ......................................................................... 92
Business Registration .......................................................................................... 92
System for Award Management ......................................................................... 92
Federal Agency Small Business Development Programs and Resources ............. 93
U.S. General Services Administration—Small Business Utilization Center .......... 93
U.S. Small Business Administration .................................................................. 93
Federal Agency Offices of Small Disadvantaged Business Utilization ................. 95
Mentor-Protégé Programs .................................................................................. 95
Federal Market Information and Technical Assistance ....................................... 96
FedBizOpps ......................................................................................................... 96
Federal Procurement Data System ...................................................................... 96
Procurement Technical Assistance Program—George Mason University ........... 96
U.S. Small Business Administration—Office of Government Contracting .......... 97
Virginia government contracting ....................................................................... 97
Virginia Department of General Services, Division of Purchases and Supply ......... 97
eVA ......................................................................................................................... 97
Virginia Information Technologies Agency ......................................................... 98
Virginia Department of Transportation .............................................................. 98
Business Services and Resources

Business Development and Networking

Resources

Associations

Business Partnerships

Fairfax County Office of Public Private Partnerships (OP3)

Fairfax County Public Schools (FCPS)—Business and Community Partnerships

Chambers of Commerce and Business Membership Organizations

Economic Development and Business Development

Fairfax County Economic Development Authority

Community Business Partnership

SCORE

Southeast Fairfax Development Corporation

Towns of Clifton, Herndon and Vienna

Center for Innovative Technology

Mason Enterprise Center—George Mason University

Virginia Department of Business Assistance

Virginia Economic Development Partnership

Virginia Tourism Corporation

Greater Washington Board of Trade

Information and Market Research Resources

Fairfax County Economic Development Authority

Fairfax County Office of Public Affairs

Fairfax County Recorded Information Line

Fairfax County Web Site

Fairfax County Department of Management and Budget

Countywide Service Integration & Planning

Management (CSIIM) Division

Fairfax County GIS & Mapping Services

Fairfax County Public Library

George Mason University Fenwick Library

Metropolitan Washington Council of Governments

Northern Virginia Association of Realtors

Northern Virginia Regional Commission

Virginia Employment Commission

Virginia Business Pipeline

International Business Development Resources

Fairfax County Economic Development Authority

Virginia Economic Development Partnership
Northern Virginia U.S. Export Assistance Center .................................................. 124
Bureau of Industry and Security............................................................................. 124
Export-Import Bank of the United States............................................................... 124
Trade Information Center...................................................................................... 125
U.S. Trade and Development Agency.................................................................... 125
International Foreign Trade Zone.......................................................................... 126
International Membership Organizations.............................................................. 126
Small, Minority and Woman-Owned Business Assistance.................................... 128
Financing............................................................................................................... 128
Procurement.......................................................................................................... 128
Virginia Minority Supplier Development Council.................................................. 128
Services.................................................................................................................. 129
Community Business Partnership........................................................................... 129
Fairfax County Economic Development Authority (FCEDA).................................... 129
Fairfax County Small Business Commission........................................................ 129
Mason Enterprise Center....................................................................................... 129
SCORE..................................................................................................................... 129
U.S. Small Business Administration (SBA)............................................................. 130
Virginia Department of Minority Business Enterprise (DMBE).............................. 130
Virginia Minority Supplier Development Council.................................................. 130
Virginia Small Business Development Center (SBDC) Network............................ 130
Women’s Business Center of Northern Virginia..................................................... 131
Tourism.................................................................................................................... 131
Fairfax County Convention and Visitors Corporation............................................. 131
Virginia Tourism Corporation................................................................................ 132
Other Services and Resources................................................................................ 132
Arts............................................................................................................................. 132
Arts Council of Fairfax County............................................................................... 132
Child Care............................................................................................................... 133
Fairfax County Office for Children......................................................................... 133
Fairfax County Employer Child Care Council....................................................... 134
Consumer Affairs.................................................................................................... 134
Virginia Office of the Attorney General................................................................ 134
Better Business Bureau.......................................................................................... 134
Fairfax County Department of Cable Communications and Consumer Protection... 135
Crime Prevention.................................................................................................... 135
Fairfax County Police Department......................................................................... 135
Fire Safety............................................................................................................... 136
Fairfax County Fire and Rescue Department......................................................... 136
Legal......................................................................................................................... 137
Fairfax Bar Association.......................................................................................... 137
Virginia Bar Association......................................................................................... 137
Meeting Planning/Travel........................................................................................ 137
Social Services Information..................................................................................... 137
Fairfax County Department of Administration for Human Services...................... 137
Transportation......................................................................................................... 138
Air Transportation.................................................................................................. 138
Bus and Passenger Rail Service............................................................................. 139
Employer Transportation Assistance...................................................................... 141
Road Construction—Planning, Traffic Counts....................................................... 141
Shipping—Marine and Inland Ports........................................................................ 142
Volunteerism.......................................................................................................... 142
Leadership Fairfax, Inc............................................................................................ 142
Fairfax County Office of Public Private Partnerships (OP3) ..................................... 143
Fairfax County Public Schools (FCPS)—Business and Community Partnerships .... 143
Volunteer Fairfax..................................................................................................... 143
Reference Materials.............................................................................................................. 143
Business Formation, Registration and Licensing .......................................................... 143
Business Financing ........................................................................................................ 144
Business Taxes ............................................................................................................... 144
Business Services and Resources ................................................................................ 144
International Business ................................................................................................. 144
Procurement .................................................................................................................. 145
Small, Woman- and Minority-Owned Businesses ..................................................... 145
Quick Telephone Reference .......................................................................................... 147
Licenses, Permits and Regulations .............................................................................. 149
Tax Requirements ......................................................................................................... 153
Motor Vehicle Requirements ......................................................................................... 155

Index ................................................................................................................................... 157
Businesses locate, grow and thrive in Fairfax County where a wealth of resources exists to help businesses succeed, including:

- access to a regional market of almost 6 million people;
- excellent public schools, universities and adult continuing education programs;
- multiple sources of public and private financing;
- public, private and nonprofit business assistance programs;
- numerous business advocacy and networking groups;
- a multi-modal transportation network with direct links to national and international markets through three national and international airports;
- a highly sophisticated technology infrastructure;
- close proximity to federal government agencies and service providers in Washington, D.C. as well as to the diplomatic community, embassies and international financial institutions;
- one of the largest commercial real estate markets in the U.S.; and
- a competitive tax structure.
Fairfax County Businesses at a Glance

**Businesses**

Number of payroll establishments (4Q 2012) ................................................................. 34,715  
(businesses with employees)
Number of non-employer businesses* (2011) ................................................................ 94,334
Minority-owned firms (2007) ....................................................................................... 36,493
Woman-owned firms (2007) ......................................................................................... 34,242
Veteran-owned firms (2007) ...................................................................................... 12,014
Foreign-owned firms (2013) ....................................................................................... 411
Technology establishments (2012) .......................................................................... 6,700+
Associations (2012) ................................................................................................. 300+

*Non-employer businesses include self-employed persons and other businesses without paid employees.

**Notes:** Minority-, woman- and veteran-owned firms data most current available at time of printing. Updated Survey of Business Owners to be released by U.S. Census Bureau in fall 2013 – winter 2014. For more information, visit www.census.gov/econ/sbo.

**Sources:** U.S. Census Bureau, Virginia Employment Commission, Fairfax County Economic Development Authority

**Fairfax County Businesses by Industry (total establishments: 34,715)**

- Professional and Technical Services: 28%
- Other Services Except Public Administration: 14%
- Health Care and Social Assistance: 10%
- Retail Trade: 8%
- Construction: 7%
- Accommodation and Food Service: 6%
- Administrative and Support Services: 6%
- Finance and Insurance: 5%
- Real Estate and Rental and Leasing: 4%
- Wholesale Trade: 4%
- Information: 2%
- Educational Services: 2%
- Other: 4%

**Note:** Establishments are business units or branches, not individual companies

**Source:** Virginia Employment Commission, 4Q 2012 Quarterly Census of Employment and Wages data

**ZIP Codes with Most Business Establishments**

<table>
<thead>
<tr>
<th>ZIP Code</th>
<th>Location</th>
<th>Establishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>22102</td>
<td>McLean/Tysons Corner</td>
<td>1,657</td>
</tr>
<tr>
<td>22182</td>
<td>Vienna/Tysons Corner</td>
<td>1,639</td>
</tr>
<tr>
<td>20151</td>
<td>Chantilly</td>
<td>1,618</td>
</tr>
<tr>
<td>22031</td>
<td>Fairfax</td>
<td>1,416</td>
</tr>
<tr>
<td>20170</td>
<td>Herndon</td>
<td>1,276</td>
</tr>
</tbody>
</table>

**Source:** U.S. Census ZIP Code Business Patterns
Employment

Number of jobs at payroll establishments (4Q 2012) ................................................. 596,151
Civilian labor force (2012) ............................................................................................... 625,096
Residents working in Fairfax County (2012) ............................................................... 51.5%
Unemployment rate (December 2012) ........................................................................ 3.7%
Median household income (April 2012) ..................................................................... $107,448
Average weekly wages (4Q 2012) ............................................................................... $1,589

Sources: U.S. Census Bureau, Virginia Employment Commission, Fairfax County Economic Development Authority

Fairfax County Payroll Business Establishments by Number of Employees (total establishments: 34,715)

<table>
<thead>
<tr>
<th>Number of Employees</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 4</td>
<td>62%</td>
</tr>
<tr>
<td>5 to 9</td>
<td>14%</td>
</tr>
<tr>
<td>10 to 19</td>
<td>10%</td>
</tr>
<tr>
<td>20 to 49</td>
<td>8%</td>
</tr>
<tr>
<td>50 to 99</td>
<td>3%</td>
</tr>
<tr>
<td>100 to 249</td>
<td>2%</td>
</tr>
<tr>
<td>250 to 499</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>500 and up</td>
<td>&lt;1%</td>
</tr>
</tbody>
</table>

Note: Establishments are business units or branches, not individual companies.
Source: Virginia Employment Commission, 4Q 2012 Quarterly Census of Employment and Wages data

Five Largest Employers (Non-Public Sector)

<table>
<thead>
<tr>
<th>Company</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booz Allen Hamilton</td>
<td><a href="http://www.bah.com">www.bah.com</a></td>
</tr>
<tr>
<td>Federal Home Loan Mortgage Corp.</td>
<td><a href="http://www.freddiemac.com">www.freddiemac.com</a></td>
</tr>
<tr>
<td>Inova Health System</td>
<td><a href="http://www.inova.org">www.inova.org</a></td>
</tr>
<tr>
<td>Northrop Grumman</td>
<td><a href="http://www.northropgrumman.com">www.northropgrumman.com</a></td>
</tr>
<tr>
<td>SAIC</td>
<td><a href="http://www.saic.com">www.saic.com</a></td>
</tr>
</tbody>
</table>

Note: These firms are all headquartered in Fairfax County.
Doing Business Basic Start-Up Checklist

GETTING STARTED

☐ Learn, research and plan.
   Read, take classes and learn all you can about your business, industry, customers
   and competitors (pages 6-7).
   Prepare a business plan (page 6).

☐ Choose a form of business ownership (pages 7-9).

☐ Form and register your business.
   Determine state and local registration requirements for your selected type of
   business ownership (pages 10-13).
   Determine if trade name registration is required (page 14).

☐ Obtain business, professional and occupational licenses (pages 10, 78-79).

FINANCING

☐ Consider financing options and resources (pages 19-33).

LOCATION CONSIDERATIONS

☐ Determine where to operate your business (pages 35-40).

☐ Make sure your business complies with zoning, permitting and other
   regulations (pages 41-51).
   Zoning • Occupancy • Building • Environmental

☐ Register with necessary utility providers (pages 51-53).

STAFFING

☐ Ensure that your business complies with employment regulations and
   tax requirements (pages 55-61).

☐ Make sure your business complies with occupational licensing and
   permit requirements (pages 61-65).

☐ Learn about recruiting, training/development, salary/compensation
   and other resources (pages 66-75).

TAXES

☐ Register with local, state and federal tax authorities
   Contact local, state and federal tax authorities to determine tax requirements
   and liabilities (pages 77-89).

Other chapters in this book provide additional information on government procurement,
other business services and resources, and reference materials (pages 91-147).
Getting Started

☐ Learn, research and plan

☐ Choosing a form of business ownership

☐ Business formation, registration and licensing requirements
Getting Started

LEARN, RESEARCH AND PLAN

Owning your own business brings many rewards: the potential for freedom, setting your own schedule, the promise of achieving personal and professional goals, and financial independence. Self-employment, however, also carries some risk. If you are considering starting a business for the first time or are already in business, it is always best to do all you can to learn, research and plan your business venture in order to maximize your potential for success.

If you are just getting started, it is important to determine if you are ready for your business venture. Think about your level of preparation and commitment. Running your own business often takes up more time and resources than initially anticipated or planned. The U.S. Small Business Administration offers online articles and assessment tools to help individuals consider the various facets and skills needed for successful business ownership. Find them at www.sba.gov/small-businessplanner/plan/getready/index.html.

Preparing a business plan is another important step in starting a business. A business plan will help you organize your thoughts and explore the details of starting or managing your business. A well-thought-out business plan will clearly communicate business goals and strategies, help secure financing and assist in marketing products and services.

There are a number of organizations available to help prospective or current business owners receive training, research a new business idea or write a business plan:

Research Resources

Fairfax County Public Library (FCPL) offers a variety of print materials, business guides, online databases and services that can help meet business and market research needs of business owners. The largest business-oriented print collections are located at the Tysons-Pimmit, Reston, Fairfax City and Sherwood Regional Libraries. Individuals with a FCPL card can also access more than 15 special business-oriented online resources through the library’s Web site (www.fairfaxcounty.gov/library).

George Mason University’s Fenwick Library has an extensive collection of electronic databases and statistical data for business research. For more detailed information on these and other market research resources, see pages 119-120.

Training and Technical Assistance Resources

Small Business Development Centers (SBDCs), located throughout northern Virginia, provide business assistance, counseling and training to current and aspiring entrepreneurs. George Mason University’s Mason Enterprise Center (see pages 113-114) serves as the lead center for SBDCs across Virginia.
The **Community Business Partnership** (see pages 110-111), an SBDC, offers comprehensive services through a variety of programs: the Business Finance Center, Financial Education Center for Women Entrepreneurs, the Business Incubation Center and the Women’s Business Center of Northern Virginia.

**SCORE** provides one-on-one counseling services to entrepreneurs. SCORE appointments are currently available through the Fairfax County Economic Development Authority. *For additional information about SCORE, see page 111.*

A number of training and development resources, including **higher education institutions** and the **Fairfax County Public Schools Adult and Community Education Program**, offer credit and/or non-credit courses in accounting, business administration, marketing and human resource management. *See pages 70-74 for more information.*

For assistance with financial planning, the **Virginia Society of Certified Public Accountants (VSCPA)** provides referrals to licensed CPAs. Visit VSCPA’s CPA Referral Online at [http://vscpa.org/Public/Referral/FindCPA.aspx](http://vscpa.org/Public/Referral/FindCPA.aspx).

For assistance with legal matters, the **Fairfax Bar Association** and the **Virginia Bar Association** provide a lawyer referral and information service. *See page 137 for details.*

---

### CHOOSE A FORM OF BUSINESS OWNERSHIP

One of the first decisions an entrepreneur will make is choosing a form of ownership for a new business venture. This initial decision can have a wide-ranging impact on the business, including determining its tax bill, the amount of personal liability exposure, control, cost of formation and the ability to raise capital, among others.

A brief summary of the different legal types of businesses is listed below. Following this section is business registration information for each of the business forms discussed.

**A sole proprietorship** is a business owned and managed by one individual. Most businesses initially begin as a sole proprietorship with little or no regulatory red tape. This form of business ownership is the easiest to begin and end.

**A partnership** is an association of two or more people who co-own a business together. Owners share the responsibilities, assets, liabilities, profits and loss of the business based on terms of a verbal or written partnership agreement. A written partnership agreement is not legally required; however, it is wise to develop an agreement spelling out terms and conditions of the partnership. If desired, an attorney can help with the development of a partnership agreement.

There are different kinds of partnerships:

- **General partnership.** General partners share in the ownership and management of the business. Each general partner has unlimited personal liability and takes an active role in the management of the business. There must be at least one general partner in a business partnership.
• **Limited partnership.** Limited partners have limited financial liability and do not take an active role in the management of the business. Financial liability for a limited partner is up to the amount he/she has invested in the business.

• **Limited liability partnership.** A limited liability partnership is a business where partners are given the same limited liability protection as a professional corporation.

A **corporation** is the most complex of the major forms of business ownership. A corporation is a legally separate entity and provides limited liability protection for its owners. A corporation may conduct business transactions and pay taxes separately from its owners.

When a corporation is created, it is subject to reporting requirements, regulations and restrictions of the state in which it is initially incorporated (where it is a domestic

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### LEGAL STRUCTURE OF A BUSINESS

<table>
<thead>
<tr>
<th></th>
<th>Sole Proprietorship</th>
<th>Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Liability</strong></td>
<td>Unlimited</td>
<td>Unlimited for partners Limited for limited partners</td>
</tr>
<tr>
<td><strong>Continuity of Entity</strong></td>
<td>Limited to life of proprietor</td>
<td>Limited unless provided for in a partnership agreement</td>
</tr>
<tr>
<td><strong>Transfer of Interest</strong></td>
<td>Difficult</td>
<td>Difficult unless provided for in a partnership agreement</td>
</tr>
<tr>
<td><strong>Acquisition of Capital</strong></td>
<td>Limited to what proprietor can secure</td>
<td>Easier than sole proprietor since shared by partners</td>
</tr>
<tr>
<td><strong>Taxation of Income</strong></td>
<td>Directly to owner</td>
<td>Directly to partners in proportions agreed upon by partners</td>
</tr>
<tr>
<td><strong>Administrative and Legal Costs</strong></td>
<td>Lowest</td>
<td>Medium</td>
</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
<td>Generally not deductible</td>
<td>Generally not deductible for partners</td>
</tr>
<tr>
<td><strong>Major Advantage(s)</strong></td>
<td>Independence, flexibility, minimal red tape</td>
<td>Chance of business success enhanced if right combination of partners</td>
</tr>
<tr>
<td><strong>Major Drawback(s)</strong></td>
<td>Unlimited liability—a problem if business has financial difficulties</td>
<td>Unlimited liability; frequent changes in partners can be difficult</td>
</tr>
</tbody>
</table>
corporation) and any other state in which it chooses to do business (where it will be treated as a foreign corporation). Corporations formed in foreign countries and that do business in the United States are referred to as alien corporations. S-corporations (a sub-category of corporations chosen primarily for tax reasons) pass through profits and losses to shareholders.

A limited liability company (LLC) is a hybrid business with select corporate and partnership characteristics. An LLC is a separate legal entity distinct from its owners and provides partners with limited liability protection.

The matrix spanning these two pages compares the different types of legal structures and lists the potential impacts on a business, as well as the advantages and disadvantages of each ownership type.

<table>
<thead>
<tr>
<th>Regular Corporation</th>
<th>S-Corporation</th>
<th>Limited Liability Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited</td>
<td>Limited</td>
<td>Limited</td>
</tr>
<tr>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Varies; can affect tax status of the entity</td>
</tr>
<tr>
<td>Readily accomplished through stock transfer</td>
<td>Readily accomplished through stock transfer</td>
<td>Varies; can affect tax status of the entity</td>
</tr>
<tr>
<td>Acquired by issuing stock or bonds</td>
<td>Acquired by issuing stock</td>
<td>Shared by members</td>
</tr>
<tr>
<td>Taxed once at corporate level and again at shareholder level when distributed (usually as individuals)</td>
<td>Taxed directly to shareholders (no double taxation)</td>
<td>Generally taxed as a partnership (though classification may result in corporate taxation)</td>
</tr>
<tr>
<td>Highest</td>
<td>Highest</td>
<td>Similar to corporation</td>
</tr>
<tr>
<td>Deductible, but subject to many rules (mainly non-discrimination)</td>
<td>Generally not deductible for over 2 percent shareholders in firm</td>
<td>Depends on tax status</td>
</tr>
<tr>
<td>Limited liability</td>
<td>Limited liability without double taxation of regular corporation</td>
<td>Limited liability with partnership tax treatment; fewer ownership restrictions than S-corporation</td>
</tr>
<tr>
<td>Greater cost, government regulations and red tape; double taxation of income</td>
<td>Not every corporation qualifies for S- status; more limits on fringe benefits</td>
<td>Inconsistent state tax treatment</td>
</tr>
</tbody>
</table>

Source: Virginia Small Business Development Center Network
BUSINESS FORMATION, REGISTRATION AND LICENSING REQUIREMENTS

Based on the type of business ownership selected and the industry in which a business operates, various registration and licensing requirements listed below may apply.

Business, Professional and Occupational License

All businesses, including home-based enterprises and self-employed individuals, that are located or operating in Fairfax County and have gross annual receipts greater than $10,000 must have a Business, Professional and Occupational License (BPOL). New businesses must file a BPOL application within 75 days of the date the business begins operations in Fairfax County. Business license renewal applications must be filed and taxes paid each year by March 1. (For details on BPOL tax rates, see pages 78-79 in the “Business Taxes” section of this publication)

Businesses located within the town limits of Clifton, Herndon and Vienna, and in the incorporated cities of Fairfax and Falls Church are not subject to Fairfax County’s BPOL registration and tax, but other business license requirements may apply in those jurisdictions.

In addition to BPOL, other licenses and permits may be required to operate a business in Fairfax County, depending on the nature of the business and other qualifying factors. These include home-based businesses, for which a home occupation permit may be needed (see pages 42-43), home child care/day care facilities (see pages 50-51), and certain occupations for which a specific occupational license is required (see pages 61-65).

For more information on BPOL requirements, contact:
Fairfax County Department of Tax Administration
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035
Tel: 703-222-8234; TTY: 703-222-7594; Fax: 703-324-3929
www.fairfaxcounty.gov/dta

Franchise Registration

The Commonwealth of Virginia requires franchisers to register with the Virginia State Corporation Commission.

For more information, contact:
Virginia State Corporation Commission
Division of Securities and Retail Franchising
P.O. Box 1197
Richmond, VA 23218-1197
Tel: 804-371-9051; TDD: 703-371-9206; Toll-free (VA only): 800-552-7945
Fax: 804-371-9911
www.scc.virginia.gov/srf
Corporation Registration

To become incorporated in the Commonwealth of Virginia, an organization must file articles of incorporation with the State Corporation Commission. Entrance, filing and annual fees apply.

General guidelines include the following:

- Incorporators do not have to be Virginia residents.
- Initially, corporations are not required to have stockholders or minimum paid-in capital.
- The corporate name of a stock corporation must include the word “corporation,” “company,” “incorporated” or “limited,” or abbreviation of one of these words.
- The corporate name must be distinguishable on the records of the commission from the name of any other business entity of record.
- Businesses incorporated in Virginia must maintain a registered agent and a registered office in the state.
- Corporations doing business in Virginia must submit an annual report to the Virginia State Corporation Commission.

For forms and fees: www.tax.virginia.gov/forms.cfm

For annual fees: www.scc.virginia.gov/publicforms/167/an_fee.pdf

For corporation forms: www.scc.virginia.gov/clk

For charter/entrance fees: www.scc.virginia.gov/publicforms/165/cht_fee.pdf

A corporation incorporated outside Virginia but doing business in Virginia (i.e., a “foreign” corporation) must first obtain a Certificate of Authority (see page 13) from the Virginia State Corporation Commission before it may transact business in the state.

For more information, contact:
Virginia State Corporation Commission – Clerk’s Office
P.O. Box 1197
Richmond, VA 23218-1197
Tel: 804-371-9733; TDD: 804-371-9206; Toll-free (VA only): 866-722-2551
Fax: 804-371-9133
www.scc.virginia.gov

Non-Corporate Registration

Business Trusts

A business trust is created under Virginia law by filing articles of trust with the State Corporation Commission.
Limited Liability Companies

A limited liability company (LLC) is created under Virginia law by filing articles of organization with the Virginia State Corporation Commission. An LLC must choose whether to be taxed as a corporation, partnership or sole proprietorship (see pages 81-82).

Partnerships

- **General partnerships:** General partnerships may but are not required to file a statement of partnership authority with the Virginia State Corporation Commission.
- **Limited partnerships:** Limited partnerships are formed by filing certificates of limited partnership with the Virginia State Corporation Commission. Both general and limited partnerships may register as a limited liability partnership (LLP) by filing a Statement of Registration with the Virginia State Corporation Commission. Additionally, an annual continuation report must be filed for LLPs.

Submit checks and forms to:

Virginia State Corporation Commission – Clerk’s Office
P.O. Box 1197
Richmond, VA 23218-1197
Tel: 804-371-9733; TDD: 804-371-9260; Toll-free (VA only): 866-722-2551
Fax: 804-371-9133
www.scc.virginia.gov

For forms and fees: www.scc.virginia.gov/division/clk/fee_bus.htm

Sole Proprietorships

Sole proprietorships are not subject to state regulation, except when an occupational license is required (see pages 60-63). Examples of occupations requiring state licenses include attorneys, contractors and insurance brokers.

All businesses, including home-based enterprises and self-employed individuals, located or operating in Fairfax County and have gross annual receipts greater than $10,000 must obtain a Business, Professional and Occupational License (BPOL) from the Fairfax County Department of Tax Administration (see pages 78-79).

Out-of-State (Foreign) Firms Transacting Business in Virginia

Foreign Corporations

A corporation incorporated outside Virginia (a “foreign corporation”) but doing business in Virginia must obtain a Certificate of Authority from the State Corporation Commission. Entrance, filing and annual fees apply.
Foreign Non-Corporate Entities

- A foreign business trust is created under the laws of another state, country or jurisdiction. Every foreign business trust must register with the State Corporation Commission before transacting business in Virginia.

- A foreign limited liability company (LLC) is created under the laws of another state, country or jurisdiction. Every foreign limited liability company must register with the State Corporation Commission before transacting business in Virginia.

- A foreign partnership is created under the laws of another state, country or jurisdiction. It must register with the State Corporation Commission before it transacts business in Virginia.

For more information, contact:
Virginia State Corporation Commission – Clerk’s Office
P.O. Box 1197
Richmond, VA 23218-1197
Tel: 804-371-9733; TTY: 804-371-9206; Toll-free (VA only): 866-722-2551
Fax: 804-371-9133
www.scc.virginia.gov

For corporate charter/entrance fees:

For corporation forms:

For non-corporate registration forms and fees:
www.scc.virginia.gov/clk/formfee.aspx

Securities Registration

Securities and persons offering or selling securities in Virginia must be registered with the State Corporation Commission, or the securities transactions must be exempt under the Virginia Securities Act before they may be offered or sold. Investment advisors and investment advisor representatives must be registered with the commission.

Rules, forms and additional information may be obtained from:
Virginia State Corporation Commission
Securities and Retail Franchising Division
P.O. Box 1197
Richmond, VA 23218
Tel: 804-371-9051; TTY: 703-371-9206; Toll-free (VA only): 800-552-7945
Fax: 804-371-9911
www.scc.virginia.gov

Occupational Licensing

Occupational licensing may be required, depending on the type of business. See pages 61-65 in the “Staffing” chapter of this publication.
Registering a Business Name and Trademarks

Trade Name Registration
A fictitious trade name is required if a business is conducted in Virginia under a name other than the owner’s legal name. No person, partnership, limited liability company or corporation may conduct or transact business in the Commonwealth under any assumed or fictitious name until a certificate is filed in the Circuit Court Clerk’s Office in every county or city in which the business is conducted, pursuant to §59.1-69 of the Code of Virginia.

A business registered with the State Corporation Commission may file a trade name at the local level if it is conducting business under a different name other than the name that is registered with the State Corporation Commission. If you are conducting business under the name registered with the State Corporation Commission, you are not required to file a trade name on the county level. Types of businesses registered with the State Corporation Commission are general partnership, limited partnership, foreign limited partnership, corporation or limited-liability company.

A business registered outside of Virginia must register with the State Corporation Commission as a foreign corporation before registering a trade name on the county level.

You are strongly encouraged to consult with an attorney concerning the protection of your business trade name. A trade name filed at the local level does not have the same status as one filed with the State Corporation Commission.

Individuals who register a trade name and do not reside in the Commonwealth are required to provide the name, address and phone number of a Virginia registered agent for purpose of service of process.

For more information, contact:
Fairfax County Circuit Court
Clerk’s Office – Public Services Division
4110 Chain Bridge Road, Suite 116
Fairfax, VA 22030
Tel: 703-691-7320, TTY: 711
www.fairfaxcounty.gov/courts/circuit/trade_name_info.htm

Trademark Registration
Any person who owns and uses a trademark in Virginia may register the trademark with the State Corporation Commission.

For more information, contact:
Virginia State Corporation Commission
Securities and Retail Franchising Division
P.O. Box 1197
Richmond, VA 23218
Tel: 804-371-9051; TDD: 703-371-9206; Toll-free (VA only): 800-552-9187
Fax: 804-371-9911
www.scc.virginia.gov
Other Licensing and Registration

The following licensing and registration may apply to certain businesses based on the nature of their business operations.

Food and Beverage

**Alcoholic Beverage Licenses**

The Virginia Department of Alcoholic Beverage Control issues licenses based upon criteria such as beverage type, establishment type and/or place of consumption. The licenses allow for the serving and/or sale of wine, beer and/or mixed beverages. Although the board has many types of licenses, they fall within three categories: banquet, retail and compliance/industry licenses.

**Banquet Licenses**

Banquet licenses are for persons or groups who plan to host an event such as a wedding reception, birthday party, family reunion, tasting, fundraiser, etc. where alcohol will be served in an unlicensed location or club.

**Retail Licenses**

Retail licenses allow the sale of alcohol at restaurants, hotels, convenience stores, grocery stores, gourmet shops, delicatessens, etc.

**Compliance/Industry Licenses**

Compliance/Industry privileges are granted to shippers, wholesalers, importers, manufacturers, etc.

Sellers and distributors of alcoholic beverages also must be licensed by the Fairfax County Department of Tax Administration.

For more information, contact:

Fairfax County Department of Tax Administration  
12000 Government Center Parkway, Suite 223  
Fairfax, VA 22035  
Tel: 703-222-8234; TTY: 703-222-7594; Fax: 703-324-3500  
www.fairfaxcounty.gov/dta

Virginia Department of Alcohol Beverage Control – Northern Virginia Regional Office  
6308 Grovedale Drive  
Alexandria, VA 22310-2551  
Tel: 703-313-4432; Fax: 703-313-4444  
www.abc.virginia.gov

Food Service Permits

The Fairfax County Department of Health issues permits for food service establishments. The department conducts pre-opening and routine inspections to ensure compliance with Chapter 43.1 of the Fairfax County Code (Food and Food Handling Code). Permits are not automatically transferred to new owners. When an existing food establishment is purchased, the new owner must obtain a permit to operate.
before opening. When opening a newly constructed food establishment, the permitting process involves multiple county agencies and a plan review. In order to ensure a smooth permitting process, plans and applications should be submitted 30 days prior to the anticipated opening date.

- Establishments in newly constructed buildings and any establishments undergoing renovation or equipment changes must go through the Department of Health’s plan review process. Call 703-246-2510 for more information.

- Every permitted food service establishment in Fairfax County must have a Certified Food Manager (CFM) on duty at all times. CFM certificates are issued through ORS Interactive, Inc. Contact ORS at 703-533-7600 for further information on CFM training and testing.

For more information, contact:
Fairfax County Department of Health, Food Safety Division
10777 Main Street, Suite 111
Fairfax, VA 22030
Tel: 703-246-2411; TTY: 711; Fax: 703-385-9568
www.fairfaxcounty.gov/HD

Motor Vehicle Requirements

Registration

Vehicles may be registered for one- or two-year periods at any Virginia Department of Motor Vehicles (DMV) full-service customer service center. Registrations can be renewed by mail, fax, telephone, online or at any customer service center. The annual registration fee is $40 for passenger cars, pickup trucks and taxicabs up to 4,000 pounds; $45 for passenger cars, pickup trucks and taxicabs up to 6,500 pounds; $51 for pickup trucks from 6,501 to 7,500 pounds; and $28 for motorcycles. Two-year registration (for twice the annual fee) is available for insured vehicles weighing less than 55,000 pounds. The annual registration fee includes a $2 emissions program fee for vehicles garaged in Fairfax County.

With limited exceptions, a motor vehicle in Fairfax County must pass emissions inspection and display a current Virginia vehicle safety inspection sticker before it can be registered. (See Emissions and Safety Inspections, page 18.) Motorists also must certify that they have liability insurance at the time of registration. Virginia charges a $500 annual fee to uninsured motorists. This fee does not provide insurance coverage.

Vehicles registered in Fairfax County also must be reported to the county Department of Tax Administration for personal property taxation purposes. (See Motor Vehicle Personal Property Tax Reporting, pages 85-87.)

For more information, contact:
Virginia Department of Motor Vehicles
P.O. Box 27412
Richmond, VA 23269
Tel: 804-497-7100; TTY: 800-272-9268
Fax: 804-367-6631
www.dmv.state.va.us
Emissions Inspections
Emissions inspections are valid for two years. An emissions inspection should not cost more than $28.

For more information, including the location of qualified emissions inspection stations, contact:
Virginia Department of Environmental Quality
Northern Virginia Regional Office
13901 Crown Court
Woodbridge, VA 22193
Tel: 703-583-3800; TTY: 711; Fax: 703-583-3821
www.deq.virginia.gov

Safety Inspections
Annual safety inspections cost $16 for a motor vehicle, $12 for a motorcycle and $51 for tractor trucks and vehicles with a seating capacity greater than 15.

For more information, including the location of qualified safety inspection stations, contact:
Virginia State Police – Division 7 Headquarters
4977 Alliance Drive
Fairfax, VA 22030
Tel: 703-803-2660; TTY: 711
www.vsp.virginia.gov

Motor Vehicles Personal Property Tax Reporting
New residents or those registering a vehicle for the first time must file a car tax registration form with the Fairfax County Department of Tax Administration (DTA) within 60 days of the date the vehicle was purchased or moved into the county. Motor vehicle personal property tax registration may be completed online, by mail, by phone or in person. Leased vehicles are subject to personal property tax.

For vehicle renewals, taxpayers are required to report only changes (such as name, address, vehicle ownership or vehicle location) by May 1 of each year.

The personal property tax rate is $4.57 per $100 of assessed value. Annual personal property tax bills are due October 5. (For details on personal property tax, see pages 85-87).

Vehicle owners in the towns of Clifton and Herndon must purchase town decals (or tags in the case of Clifton) in addition to filing and paying personal property taxes to Fairfax County. Persons with an Alexandria, Clifton, Fairfax, Falls Church, Herndon or Vienna postal address should contact the DTA to determine where their vehicles must be registered.

For more information, contact:
Fairfax County Department of Tax Administration
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035
Tel: 703-222-8234; TTY: 222-7594; Fax: 703-324-3929
Financing

- Common sources
- Bonds
- Equity
- Grants/awards
- Loans/loan guaranty
Financing

A key to a successful business start-up and expansion is the ability to obtain and secure needed financing. There are several sources to consider when looking for funding; be sure to explore all options before making a decision.

COMMON SOURCES

- **Personal savings:** The primary sources of capital for most new businesses are the personal savings and equity (the value of owned property less money owed on it) of the business owner.

- **Friends and relatives:** Some entrepreneurs look to private sources such as friends and family when first starting out. Because of the relationship with the business owner, they may be more inclined to invest in the business venture.

- **Private angel investors:** Private investors are often affluent individuals who invest in businesses in exchange for an ownership (equity) share of the business. Private angel investors can often be identified through networking within business organizations. Local bankers and accountants also may be aware of wealthy individuals interested in investing in a business venture.

- **Venture capital companies:** Venture capital companies are private, for-profit organizations that invest in businesses they believe have high growth and profit potential. Venture capital firms make investments with the intent of making a profit when they sell their equity stake in the business. See pages 22-24 for more information.

- **Public stock sales:** Some entrepreneurs opt to sell shares of stock in an incorporated business (a corporation) to investors. The process of conducting public stock sales/initial public offerings is beyond the scope of this book; however, the U.S. Securities and Exchange Commission Web site provides more information on this topic ([www.sec.gov/info/smallbus/qasb-sec.htm](http://www.sec.gov/info/smallbus/qasb-sec.htm)). The Virginia State Corporation Commission also has regulations concerning the issuance of stock. See page 13 in the “Getting Started” section of this book.

- **Commercial banks:** Commercial banks are an important source for business loans and are often second only to an entrepreneur’s personal savings as a source for financing a business venture. Banks make short-term loans (commercial loans, lines of credit), intermediate and long-term loans. A number of Fairfax County organizations including the Community Business Partnership (see pages 110-111), Mason Enterprise Center (see pages 113-114) and SCORE (see page 111) can provide business owners with technical assistance and advice on obtaining loans. The Fairfax County Economic Development Authority also maintains a list of top regional lenders for U.S. Small Business Administration lending programs.
• **Asset-based lenders**: These allow small businesses to borrow money by pledging assets such as accounts receivable, inventory or purchase orders as loan collateral.

• **Trade credit**: Sometimes business owners can negotiate with vendors to extend credit in the form of delayed payments for inventory and purchased goods.

Detailed information on public, private and nonprofit financing sources and technical assistance are listed throughout this chapter. Information is organized by financing type (e.g., bonds, equity, venture capital, etc.)

## BONDS

### FAIRFAX COUNTY

**Fairfax County Economic Development Authority (FCEDA)**

**Industrial Revenue Bond Financing**

The Fairfax County Economic Development Authority has the legislative authority to issue private activity tax-exempt bonds to finance the acquisition of land, building and new capital equipment for certain businesses and nonprofit organizations located in Fairfax County. These Industrial Revenue Bonds (IRBs) are available to 501(c)(3) nonprofit organizations and small manufacturing businesses that meet the qualifications and restrictions defined in the U.S. Tax Code.

The FCEDA’s experience with IRBs enables applications to be processed quickly and at significant cost savings to the borrower. For more information on IRB financing, please visit [www.fairfaxcountyeda.org/industrial-revenue-bonds](http://www.fairfaxcountyeda.org/industrial-revenue-bonds).

**For more information, contact:**

Fairfax County Economic Development Authority  
8300 Boone Boulevard, Suite 450  
Tysons Corner, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: info@fceda.org  
www.fairfaxcountyeda.org

### VIRGINIA

**Virginia Department of Business Assistance—Virginia Small Business Financing Authority (VSBFA)**

Through VSBFA, the Department of Business Assistance provides funding support to Virginia businesses to promote economic development. Working with businesses, bankers, economic developers and other state agencies, VSBFA provides direct funding, credit enhancement and conduit bond programs for eligible new and expanding businesses in the Commonwealth.
Bond financing programs are highlighted in this section. Loan and loan guaranty financing programs are discussed on pages 27-33.

Industrial Development Bonds (IDB) and the Umbrella IDB Program

VSBFA issues tax-exempt and taxable IDBs statewide to provide credit-worthy businesses with access to long-term, fixed-asset financing at favorable interest rates and terms. IDBs may be used to finance the acquisition, construction and equipping of manufacturing facilities or qualified “exempt” projects such as solid waste disposal facilities. Taxable bonds (exempt from state income tax only) may be issued through VSBFA for economic development projects.

501(c)(3) Tax Exempt Bonds

Organizations certified as 501(c)(3) by the Internal Revenue Service (generally charitable entities) are eligible to apply for bond financing through VSBFA. 501(c)(3) organizations may use bond proceeds to cover costs associated with the construction or acquisition of land and buildings, and for the purchase of other capital assets including equipment. There is no dollar cap on 501(c)(3) facilities bonds. Lenders set pricing and structure.

For more information, contact:

Virginia Small Business Financing Authority
1220 Bank Street
3rd Floor South
Richmond, VA 23219
Tel: 804-371-8200; TTY: 711; Fax: 804-371-8111
http://vdba.virginia.gov/vsbfa.shtml

Fairfax County Economic Development Authority
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269
E-mail: info@fceda.org
www.fairfaxcountyeda.org

EQUITY

FAIRFAX COUNTY

Fairfax County Economic Development Authority (FCEDA)

Capital Attraction Program

Angel and venture capital are equity investments provided to start-up companies in exchange for a percentage of ownership in a firm. Because of the robust technology base, many venture capitalists and angel investors have a presence in Fairfax County or do business here. Since 2000 more than $4 billion in venture capital has been invested in Fairfax County companies.
The FCEDA’s Capital Attraction Program enhances the county’s visibility as a location for entrepreneurs to start and grow their businesses. The program helps the county attract venture capital with initiatives designed to increase seed and early-stage investments in privately held emerging companies in Fairfax County. FCEDA publishes a fact sheet listing county-based venture capital firms, equity investment organizations and selected venture capital events in the mid-Atlantic region.

For more information, contact:
Fairfax County Economic Development Authority
Capital Attraction Program
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269
E-mail: info@fceda.org
www.fairfaxcountyeda.org

VIRGINIA

Center for Innovative Technology (CIT)

The CIT is a non-profit corporation focused on helping entrepreneurs launch high-growth technology companies and create high-wage jobs in Virginia. The CIT carries out its mission through these service areas: CIT Entrepreneur (see below for information about the GAP Fund), CIT Connect, CIT Broadband, Commonwealth Support Programs including the MACH37 Cyber Accelerator and the Federal Funding Assistance Program (see page 25).

Growth Acceleration Program (GAP)

CIT GAP Funds make seed-stage equity investments in Virginia-based technology, life science and renewable energy/cleantech companies with a high potential for achieving rapid growth and generating significant economic returns.

For more information, contact:
Center for Innovative Technology
2214 Rock Hill Road, Suite 600
Herndon, VA 20170-4228
Tel: 703-689-3080; TTY: 711; Fax: 703-689-3041
E-mail: gap@cit.org
www.citgapfunds.org

WASHINGTON, D.C., REGION

Mid-Atlantic Venture Association (MAVA)

The Mid-Atlantic Venture Association (MAVA) serves the community of innovators, companies, private capital, suppliers, and key advisors needed to build successful businesses. From venture to private equity, angel to growth equity and family office to corporate strategic, MAVA brings together the full spectrum of capital and key
resources necessary to accelerate the growth of companies across industry sectors and each stage of development. MAVA provides a wide range of programs, information and forums designed to stimulate revenue and company growth, facilitate quality deal flow, encourage collaboration and foster relationships among entrepreneurs, investors, strategic partners and customers.

For more information, contact:
Mid-Atlantic Venture Association
1600 Tysons Boulevard, Suite 575
McLean, VA 22102
Tel: 703-506-9300; TTY: 711; Fax: 506-9300
E-mail: mava@mava.org
www.mava.org

FEDERAL

U.S. Department of Small Business Administration (SBA)

Small Business Investment Company (SBIC) Program

SBICs—licensed and regulated by the SBA—are privately owned and managed investment firms that use their own capital, plus funds borrowed at favorable rates with an SBA guaranty, to make investments in small businesses. SBICs are structured and operated similarly to traditional private equity firms and provide equity capital, long-term loans, debt-equity investments and management assistance to qualifying small businesses. A directory of licensed SBIC companies can be found on SBA’s Web site at www.sba.gov/content/sbic-directory.

Specialized Small Business Investment Company (SSBIC) Program

SSBICs operate the same way as SBICs. However, SSBICs are entitled to government leverage in return for agreeing to invest in, or loan to, small businesses owned by people who are socially or economically disadvantaged.

For more information, contact:
U.S. Small Business Administration
Office of Investment
409 3rd Street, SW
Suite 6300
Washington, D.C. 20416
Tel: SBA Answer Desk (toll-free): 800-827-5722; SBIC/SSBIC Programs: 202-205-6510
TTY: 800-877-8339
E-mail: sbic@sba.gov
www.sba.gov/inv
GRANTS/AWARDS/INCENTIVES

VIRGINIA

Center for Innovative Technology (CIT)

Federal Funding Assistance Program

The goal of the Federal Funding Assistance Program is to assist early-stage Virginia-based technology firms obtain early-stage federal research and development (R&D) funding. This program focuses primarily on the Small Business Innovation Research and Small Business Technology Transfer grant programs, which help small innovative technology firms participate in the federal government’s R&D efforts. Technical support provided by CIT includes low-cost training, mentoring, and discounts towards expert proposal consultants and other resources.

For more information, contact:
Center for Innovative Technology
2214 Rock Hill Road, Suite 600
Herndon, VA 20170-4228
Tel: 703-689-3000; TTY: 711; Fax: 703-689-3041
E-mail: sbir@cit.org
www.cit.org

Virginia Department of Business Assistance

Virginia Jobs Investment Program (VJIP)

The Virginia Jobs Investment Program (VJIP) is one of Virginia’s most actively used economic development incentives. The program encourages the expansion of existing Virginia businesses and start-up of new business operations in Virginia. It specifically addresses the top concerns of existing businesses and economic development prospects—finding and developing a skilled workforce. VJIP exists to support private sector job creation. It helps offset recruiting and training costs incurred by companies that are either creating new jobs or implementing technological upgrades. In addition to offering direct funding, VJIP also provides assistance with workforce-related challenges and organizational development workshops.

For more information, contact:
Virginia Department of Business Assistance
1220 Bank Street
3rd Floor South
Richmond, VA 23219
Tel: 804-371-8200; Fax: 804-371-8111
http://vdba.virginia.gov/vjip.shtml#programs
Governor’s Opportunity Fund

The Governor’s Opportunity Fund supports economic development projects that create new jobs and investment. Funds can be used for such activities as site acquisition and development, transportation access, training, construction and build out. The fund is not a routinely used incentive. Grants are made at the discretion of the governor and are based on meeting specific job creation, wage, investment criteria and a return-on-investment analysis.

For more information, contact:
Virginia Economic Development Partnership
901 East Byrd Street
P.O. Box 798
Richmond, VA 23218-0798
Tel: 804-545-5700; TTY: 711; Fax: 804-545-5701
www.yesvirginia.org

FEDERAL

U.S. Small Business Administration (SBA)

Small Business Innovation and Research (SBIR) Program

SBA’s SBIR Program is designed to increase the participation of small businesses in federal research and development (R&D). Federal agencies with R&D budgets greater than $100 million are required to establish SBIR programs and reserve a percent of their extramural R&D budget for competitively selected awards to small businesses. Small businesses may submit technical proposals to SBIR solicitations issued by the following participating agencies:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Transportation
- Environmental Protection Agency
- National Aeronautics and Space Administration
- National Science Foundation

The SBIR Program consists of three phases with varying monetary awards. The SBA serves as the coordinating agency for this program. Individual agencies issue solicitations requesting proposals for SBIR funding.
Small Business Technology Transfer (STTR) Program

The Small Business Technology Transfer Program (STTR) is a competitive awards program targeted toward joint venture opportunities between small business and the nation’s leading nonprofit research institutions. Each year, five federal departments and agencies are required by STTR to reserve a portion of their extramural R&D funds for awards to small business or nonprofit research institution partnerships. The following agencies designate R&D topics and accept proposals:

- Department of Defense
- Department of Energy
- Department of Health and Human Services
- National Aeronautics and Space Administration
- National Science Foundation

The STTR Program consists of three phases with varying monetary awards. SBA serves as the coordinating agency for this program. Individual agencies issue solicitations requesting proposals for STTR funding. Following submission of proposals, agencies make STTR awards based on small business or nonprofit research institution qualification, degree of innovation and future market potential.

Detailed information regarding the SBIR and STTR Programs, including the SBIR and STTR Policy Directives, eligibility requirements, a listing of available solicitations, and agencies contacts may be obtained by accessing the website listed below.

For more information, contact:
U.S. Small Business Administration
Office of Technology
409 3rd Street, SW
Washington, D.C. 20416
Tel: 202-205-6450; TTY: 800-877-8339
www.sbir.gov

LOANS/LOAN GUARANTY

FAIRFAX COUNTY

Community Business Partnership (CBP)

Hispanic Equipment Loan

The Hispanic Equipment Loan Program provides direct loans of $2,000 to $10,000 to Hispanic- or Latino- owned businesses in the Washington, D.C., area for equipment purchases. The repayment period is from six months to two years.

Micro-Loan Program

CBP’s Micro-Loan Program provides direct loans to benefit small business owners in the Washington, D.C., area from $3,500 to $10,000. Money can be used to purchase
business equipment, purchase inventory, pay for marketing expenses and working capital.

Helping Hands Loan
Small loans of $500 made to low-income Individuals operating a micro or hobby business. Loans are interest free, and the repayment period is 12 months.

For more information, contact:
Community Business Partnership
Business Finance Center
7001 Loisdale Road, Suite C
Springfield, VA 22150
Tel: 703-768-1440; TTY: 711; Fax: 703-768-0547
E-mail: info@cbponline.org
www.cbponline.org

VIRGINIA

Business Finance Group, Inc.
Business Finance Group is a non-profit organization that provides commercial mortgages to small businesses through the U.S. Small Business Administration “504 program.” The program helps growing small businesses buy or build a facility or acquire long-term machinery and equipment with minimal down payments at attractive long term, fixed interest rates. By limiting the out-of-pocket costs, it is anticipated that small businesses will grow and create new jobs. As an additional benefit, small businesses can include soft costs (appraisal, environmental study, interest and closing costs) for the purchase in the financing package.

For information, contact:
Business Finance Group, Inc.
3930 Pender Drive, Suite 300
Fairfax, VA 22030
Tel: 703-352-0504; TTY: 711; Fax: 703-352-9100
www.businessfinancegroup.org

Additional SBA 504 lenders authorized to provide financing in northern Virginia include:
Mid-Atlantic Business Finance Company
1410 Crain Highway N, Suite 5B
Glen Burnie, MD 21061
Tel: 401-863-1600; TTY: 711; Fax: 410-863-7446
www.mabfc.com

Chesapeake Business Finance Corporation
1101 30th Street, NW, Suite 500
Washington, D.C. 20007
Tel: 202-625-4373; TTY: 711, Fax: 202-342-0389
www.chesapeake504.com
Virginia Community Capital

Virginia Community Capital (VCC) provides lending, savings, and advisory services. VCC offer innovative, flexible financial products designed to support housing and community development ventures, increase jobs, and encourage sustainable communities. In partnership with Community Capital Bank of Virginia (CCB), the nonprofit VCC offers loan capital broader and more flexible than bank lending in low- to moderate-income communities in underserved geographies and markets.

For information, contact:
Virginia Community Capital
100 West Franklin Street
Suite 200
Richmond, VA 23220
Tel: 804-344-5484; TTY: 711; Fax: 804-344-5451
www.vacommunitycapital.org/lending

Virginia Department of Business Assistance—Virginia Small Business Financing Authority (VSBFA)

Cash Collateral Program
The Cash Collateral Program provides risk mitigation to a lender extending financing to an eligible business and for an eligible purpose by providing the lender with a cash deposit in the amount of an anticipated collateral shortfall. The program cannot be used to eliminate the bank’s requirement for collateral, the principal’s personal guaranty or to refinance a lender’s existing debt (except where additional debt is added to the refinance amount the additional principal is eligible for CCP). Loans cannot be used to finance a change in business ownership, make a passive real estate investment, purchase residential housing, for construction or development or for the repayment delinquent state or federal taxes or enhancing the un-guaranteed portion of a SBA or other federally guaranteed loan.

Child Day Care Financing Program
VSBFA provides direct loans at below-market rates to regulated child day care providers for quality enhancement projects or to meet or maintain child care standards. Loan uses include infant care equipment or equipment needed to care for children with special needs, playground improvements, learning aids and vehicles for child day-care centers. Start-up and existing family home providers and child day-care centers are eligible for financing. Family home providers can borrow up to $10,000 and child care centers can borrow up to $150,000 per location. Repayment terms can be up to seven years at a low fixed-interest rate.

Loan Guaranty Program
This program is designed to reduce the risk to banks in making commercial loans, thereby increasing the availability of debt capital for small businesses. Under the program, VSBFA will guarantee up to $750,000 or 85 percent, whichever is less, of a bank loan. Typical borrowings include short-term revolving lines of credit to finance
accounts receivable and inventory, and term loans for permanent working capital and fixed-asset purchases. Maximum term of guaranty is seven years.

**Economic Development Loan Fund (EDLF)**

Eligible borrowers for the EDLF include: 1) businesses engaged in technology, biotechnology, tourism, basic industry, manufacturing and businesses that provide for a locality’s economic development and quality of life; 2) businesses which derive 15 percent or more of their revenues from defense-dependent activities and can demonstrate economic hardship related to defense downsizing. The maximum loan value is $500,000 or 40 percent, whichever is less. The minimum loan amount is $50,000. Loan will be amortized over the life of the assets or the borrower’s ability to repay, with a note maturity not exceeding 10 years.

**Virginia Capital Access Program**

Accessed directly through banks, this program provides another way of mitigating bank credit risk on commercial loans by increasing debt capital for small businesses. Funds can be used for short- or long-term funding for up to a 10-year term and maximum $250,000 exposure.

**Small Business Microloan Program**

The Small Business Microloan Program is designed to assist existing small businesses operating in Virginia. The maximum loan amount is $10,000, but this amount may be increased in certain circumstances. All owners of 20 percent or more of the applicant business must guarantee the loan. Generally the loan will be amortized over the life of the asset financed or owner’s ability to repay, with a note maturity of not more than 48 months. Minimum credit scores apply.

**Virginia Small Business Environmental Compliance Assistance Fund (ECAF)**

ECAF provides financing for the purchase of 1) equipment to comply with federal Clean Air Act; 2) equipment to implement voluntary pollution-prevention measures, or 3) equipment or structures to implement voluntary agricultural best-management practices. The maximum loan amount is $100,000 for a loan period not exceeding 10 years. Projects must be certified as eligible by the Virginia Department of Environmental Quality (air quality or pollution-prevention projects) or by the Department of Conservation and Recreation (agricultural best-management practices).

For additional information on other Virginia Department of Business Assistance financial services and business assistance programs, see pages 21-22 in “Financing” and pages 114-115 of the “Services and Resources” section of this book.

For more information, contact:

Virginia Small Business Financing Authority
1220 Bank Street
3rd Floor South
Richmond, VA 23219
Tel: 804-371-8200; TTY: 711; Fax: 804-371-8111
Financing

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U.S. Small Business Administration (SBA)

The SBA offers a number of financing programs for many different business purposes, such as real estate, expansion, equipment purchases, working capital, inventory, exports and international trade. Most SBA financing is delivered through commercial lending institutions, certified development companies or other intermediary lenders.

Most SBA loans are made under the Basic 7(a) Guaranty Program. This program can fund the varied long-term needs of small businesses when necessary financing is unavailable on reasonable terms through normal lending channels. Private lenders, usually banks, make loans that are guaranteed up to 85 percent by the SBA. The borrower makes payments to the lender.

SBA financing programs include:

Basic 7(a) Loan Guaranty Program

The 7(a) Loan Guaranty Program guarantees up to 85 percent of a long-term direct bank loan. To be eligible, a business must be for-profit and qualify as a small business under the SBA's size criteria. Proceeds from the loan guaranty may be used for land, buildings, equipment, furniture, leasehold improvements, debt refinancing (under special circumstances) or working capital. The SBA can guarantee up to $1.5 million—generally between 75 percent and 90 percent of the loan value. Maturities are up to 10 years for working capital and up to 25 years for fixed assets.

7(a) CAPLine Program

The 7(a) CAPLine Program is designed to meet the short-term, cyclical, working-capital needs of small businesses. Loan advances can be made against a borrower’s certified level of inventory, accounts receivable, contracts or purchase orders.

Export Express Program

The Export Express Program provides financing up to $500,000 to eligible business to fund participation in a foreign trade show, finance standby letters of credit, translate product literature for use in foreign markets, finance specific export orders, as well as to finance expansions, equipment purchases, and inventory or real estate acquisitions, etc. Businesses in operation for at least 12 full months and can demonstrate that loan proceeds will support or enhance a company’s export development are eligible to apply. Applications to the Export Express program are made directly through private sector lenders participating in the SBA Express lender program.

Export Working Capital Program

The Export Working Capital Program guarantees up to 90 percent (to a maximum of $5 million) of a commercial loan to qualified small business exporters. Proceeds may be used to finance labor and materials for manufacturing goods for export or to finance foreign accounts receivable.
International Trade (IT) Loan Program

The IT Loan Program helps exporters acquire or modernize facilities or equipment used in the production of goods or services within the U.S. The program provides the lender with a 90 percent guaranty on loans up to $5 million.

Micro-Loan Program

This program provides an alternative source of start-up or expansion financing and technical assistance to start-up, newly established and growing small businesses. The maximum loan amount is $50,000 per business entity. The Enterprise Development Group (affiliated with the Ethiopian Community Development Council in Arlington, VA) and the Latino Economic Development Corp. administer the Micro-Loan Program in northern Virginia.

Patriot Express

The Patriot Express Pilot Loan Initiative is available for veterans and members of the military community wanting to establish or expand small businesses. This program provides expedited review and approval for SBA loans.

Section 504 Certified Development Company Program

The Certified Development Company Program makes long-term loans to finance fixed assets—such as land, buildings, machinery and equipment—used to modernize, renovate or restore existing facilities and sites. For more information, see “Business Finance Group, Inc.” and other section 504 finance providers on page 29.

Surety Bond Guarantee Program

The Surety Bond Guarantee Program provides small and minority contractors with contracting opportunities for which they could not otherwise compete. By law, prime contractors to the federal government must post surety bonds on federal construction projects valued at $25,000 or more. Many state, county, municipal and private-sector contracts also require bonding, but small and minority-owned businesses may not be able to obtain bonds through regular commercial channels. Through this program, SBA can guarantee bid, performance and payment bonds for contracts up to $2 million for eligible small contractors.

For more information regarding SBA financing options, contact:

U.S. Small Business Administration
Metropolitan D.C. District Office
740 15th Street, NW, Suite 300
P.O. Box 34500
Washington, D.C. 20005
Tel: 202-272-0345
SBA Answer Desk (toll-free): 800-827-5722
TTY: 800-877-8339
www.sba.gov
Export-Import Bank of the United States

The Export-Import Bank of the United States (Ex-Im Bank) is an independent U.S. government agency that helps finance the overseas sales of U.S. goods and services. Ex-Im Bank’s mission is to help create or maintain American jobs through exports. It provides guarantees of working-capital loans for U.S. exporters, and guarantees the repayment of loans made to foreign buyers, or makes direct loans to them, when they buy U.S. goods and services. It also provides credit insurance that protects U.S. exporters against the risks of non-payment by foreign buyers for political or commercial reasons. Ex-Im Bank does not compete with commercial lenders, but assumes credit and country risks they cannot or choose not to accept.

For more information, contact:
Export-Import Bank of the United States
811 Vermont Avenue, NW, Room 911
Washington, D.C. 20571
Tel: 202-565-3946; TTY: 800-877-8339; Fax: 202-565-3931
Northeast and Mid-Atlantic Regional Export Finance Center: 212-809-2650
www.exim.gov

Overseas Private Investment Corporation

The Overseas Private Investment Corporation (OPIC) provides medium- and long-term loans, loan guarantees and political risk insurance to companies interested in doing business or investing in developing countries and emerging markets. OPIC’s Small and Medium Enterprise Finance Department and Small Business Center offers programs especially designed to support the efforts of U.S. small businesses seeking to invest in emerging markets overseas.

For more information, contact:
Overseas Private Investment Corporation
1100 New York Avenue, NW
Washington, D.C. 20527
Tel: 202-336-8400; TTY: 800-877-8339; Fax: (202) 336-7949
www.opic.gov
Location Considerations

- Assistance with choosing a location
- Where to operate your business
- Permits, processes and requirements
- Utilities
- Additional resources
Location Considerations

The decision on where to locate a business is critical because of its lasting effects. Selecting a business location without doing a thorough investigation can result in a final decision that is difficult and costly to reverse.

Criteria for defining a good location ultimately depend on personal preferences of the owner and the type of business (e.g., commercial, retail or industrial). Some basic considerations common to most location decisions include proximity to customers, partners and suppliers; accessibility; and leasing and zoning requirements.

Some basic tips for selecting a location include:

• Research and decide what type of space would work best for your business;
• Determine how much you can afford to spend;
• Select a location within your market area and your budget;
• Determine the commercial space available in your selected location and how much it costs;
• Make sure that your business complies with zoning and other jurisdiction regulations; and
• Find a commercial real estate broker and seek professional assistance if leasing or purchasing building space or a business site.

This section provides detailed information on regulatory and permitting requirements for businesses operating in Fairfax County, including home-based businesses. Various Fairfax County and state agencies may be involved in the process of locating your business in the county, depending on the type of business and its physical location.

In addition to consulting the appropriate Fairfax County regulations, new and expanding businesses located in the towns of Clifton, Herndon or Vienna should contact their town government offices regarding business regulations specific to those jurisdictions.

For more information, contact:

Town of Clifton  
P.O. Box 309  
Clifton, VA 20124  
Tel: 703-543-8928  
www.clifton-va.com

Town of Herndon  
777 Lynn Street  
Herndon, VA 20170

Mailing address:  
P.O. Box 427  
Herndon, VA 20172-0427  
Tel: 703-435-6800  
Fax: 703-787-7325  
www.herndon-va.gov

Town of Vienna  
127 Center Street South  
Vienna, VA 22180  
Tel: 703-255-6300  
TDD: 703-255-5735  
Fax: 703-255-5722  
www.viennava.gov
ASSISTANCE WITH CHOOSING A LOCATION

The following organizations can provide information and technical assistance for finding a business location.

Fairfax County Economic Development Authority (FCEDA)

The FCEDA assists small, mid-size and large companies, associations and other organizations interested in expanding, locating or relocating operations in Fairfax County.

The FCEDA maintains comprehensive information on available office and industrial building space and sites, lease rates and planned development projects in Fairfax County. FCEDA staff assists businesses with site selection activities and acts as liaison with local and state government agencies that administer permitting, zoning and other governmental processes. All FCEDA services are free and confidential.

For more information, contact:
Fairfax County Economic Development Authority
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269
E-mail: info@fceda.org
www.fairfaxcountyeda.org

Southeast Fairfax Development Corporation (SFDC)

The SFDC promotes and coordinates the revitalization and redevelopment of the Richmond Highway corridor (U.S. Route 1), the section of Fairfax County that extends from the southern boundary of the City of Alexandria to Fort Belvoir. SFDC works with businesses, property owners, governmental representatives, organizations and local residents to improve the economy, create jobs and enhance the quality of life in the 7½-mile corridor.

The SFDC provides extensive up-to-date real estate and market data, site location information, financial and technical resources, access to community and county governmental representatives, educational programs and redevelopment assistance.

For more information, contact:
Southeast Fairfax Development Corporation
6677 Richmond Highway, Second Floor
Alexandria, VA 22306
Tel: 703-360-5008; Fax: 703-360-5123
E-mail: info@sfdc.org
www.sfdc.org

Brokerage Firms and Real Estate Service Companies

Some commercial real estate brokers also represent tenants (tenant brokers). The FCEDA maintains a listing of tenant brokers who operate in the Washington area.
WHERE TO OPERATE YOUR BUSINESS

Home-Based Businesses

Many business owners operate businesses out of their homes for the convenience and low business overhead costs. Fairfax County allows businesses to operate in residential homes; however, certain conditions apply and a permit is required. See “Home Occupation Permits” on pages 42-43.

Business Incubators

Business incubators offer services designed to nurture new businesses. Services that can be offered by an incubator include management assistance, subsidized rent, access to financing, business and technical support services, and shared office services.

The following incubators operate in Fairfax County:

Community Business Partnership Business Incubation Center
7001 Loisdale Road, Suite C
Springfield, VA 22150
Tel: 703-768-1440; TTY: 711; Fax: 703-768-0547
E-mail: info@cbponline.org
www.cbponline.org

Greater Reston Chamber of Commerce: INCspire
1763 Fountain Drive
Reston, VA 20190
Tel: 703-707-9045; Fax: 703-707-9049
www.incspire.com

Teqcorner
1616 Anderson Road
McLean, VA 22102
Tel: 703-714-6171; Fax: 703-356-3166
www.teqcorner.com

The InnoHungary Technology Center provides services to companies originating from Hungary.

InnoHungary Technology Center
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-748-7154; Fax: 703-847-0816
www.interaccessusa.com

Executive Office Suites

Executive office suite space can offer businesses—particularly small and/or internationally based firms—a physical business location with less of a financial and time commitment than required by leasing conventional office space. This space provides tenants with an attractive professional workplace at a desirable business address that helps to present a
polished business image to clients. Monthly lease rates generally include office furniture, computers, telecommunications, meeting space and administrative support services. Additionally, executive office space business centers take care of building and office cleaning and maintenance, and information technology troubleshooting.

Executive office space lease agreements typically last one to 12 months. Accordingly, a business can increase or decrease its space requirements during the course of its lease based on changing needs. Because there are often many different businesses within an executive office suite, tenants have opportunities for networking and information-sharing.

The Fairfax County Economic Development Authority maintains a listing of executive office suites within the county: www.fairfaxcountyeda.org/fact-sheets.

**Commercial Office Space (Leased or Owned)**

Fairfax County is the second-largest suburban office market in the U.S. and the largest suburban office market in the Washington area. With more than 115 million square feet of office space and nearly 39 million square feet of industrial/hybrid (flex) space in the county, there are many lease, sublease and purchase options in 17 commercial submarkets. Office and flex space comes in many varieties depending on price, location, age and condition of the building and amenities offered.

Some basic tips for leasing or buying commercial space:

- **Assess financial readiness.** Business owners need to determine whether they can afford to lease or own space. Landlords typically require profit/loss statements and balance sheets for at least the past three years and the current operating year. A professional accountant can help prepare a budget as well as an analysis of current growth, profitability, expenses, creditworthiness and debt. Preparing a budget and analyzing costs will give the business owner a better idea of if and what he/she can reasonably pay.

- **Seek professional assistance.** When negotiating a lease with a potential landlord or a purchase agreement from a seller, it may be helpful to have an attorney specializing in commercial real estate review the lease or purchase terms and prepare a negotiated response. A business owner also will need to contact his/her insurance company once lease language is finalized to determine insurance conditions and requirements for a leased or newly purchased property.

- **Check zoning, permitting and potential restrictions on use.** Before signing a lease or buying property, the business owner should also make sure county/town zoning for the space to be leased or owned allows for his/her type of business to operate in this location and if there are any additional restrictions (e.g., zoning, landlord, neighborhood) that will affect the ability to conduct business (see “Planning and Zoning Requirements” on page 41). Prior to occupancy of the space, the owner/tenant will need to secure a non-residential use permit from Fairfax County to legally occupy the space (see page 43).

- **Do a pre-occupancy walk-through.** Prior to occupying a space, a business owner should do a pre-occupancy walk-through with the landlord or landlord’s representative, noting the condition and contents of the space using a checklist.
Additional zoning and permitting requirements may apply should you decide to construct a new building or make structural improvements or modifications to your existing building (see “Permits, Processes and Requirements,” pages 40-51).

Telecommuting/Telework

Telework means working at any alternative location other than at a central business location or worksite. Under a telework arrangement, company-approved employees and managers have the option of working off-site on a full-time, part-time or temporary basis. Staff may choose to work from home offices, telework centers or satellite offices.

Telework and Training Centers (TTC)

George Mason University’s Telework and Training Centers provide close-to-home alternative workspaces, which help reduce travel, increase productivity and improve worker morale. Semi-private and private offices are available in a number of northern Virginia locations. Workspaces are fully equipped with computer, telephone and high-speed Internet access, and have access to a copier, fax machine and network printer. Flexible lease options are available.

For more information, contact:
Mason Enterprise Center
George Mason University
4031 University Drive, Suite 200
Fairfax, Virginia 22030
Tel: 703-277-7700; TTY: 711; Fax: 703-277-7730
E-mail: info@masonenterprisecenter.org
www.masonenterprisecenter.org

Telework!VA

Telework!VA provides technical assistance and up to $50,000 in financial incentives to help eligible Virginia organizations start or expand a telework program.

For more information, contact:
Telework!VA
Commonwealth of Virginia
Department of Rail and Public Transportation
Tel: 804-786-4440
E-mail: drptpr@drpt.virginia.gov
www.teleworkva.org

PERMITS, PROCESSES AND REQUIREMENTS

Certain business locations and operating conditions may require county, state or federal review and approval. Various permits and requirements as well as department and agencies involved in the approval and review processes are outlined as follows:
Planning and Zoning Requirements

Department of Planning and Zoning

The Fairfax County Department of Planning and Zoning (DPZ) is responsible for many county land use functions including planning, zoning and environmental improvement.

The Comprehensive Plan guides development in the county. Almost all zoning applications processed in the county are in accordance with the Comprehensive Plan. The Comprehensive Plan and Zoning Ordinances are available for review and downloading on DPZ’s Web site (www.fairfaxcounty.gov/dpz/comprehensiveplan/). Also available for review are forms and publications designed to answer questions about the planning and zoning processes in Fairfax County.

DPZ staff are available to schedule pre-application meetings designed to help business owners and citizens understand how to complete applications as well as provide an overview of the permitting, planning and zoning process.

For more information, contact:
Fairfax County Department of Planning and Zoning
12055 Government Center Parkway
Fairfax, VA 22035
www.fairfaxcounty.gov/dpz

Planning Division
Provides information on comprehensive plan, facilities planning, telecommunications facilities review, environment planning and historic preservation planning.
Tel: 703-324-1380; TTY: 711; Fax: 703-324-3056
E-mail: dpzpd@fairfaxcounty.gov

Zoning Administration Division
Provides information on zoning ordinance changes, parking, sign permits, occupancy permits, zoning enforcement, etc.
Tel: 703-324-1314; TTY: 711; Fax: 703-803-6372
E-mail: dpzzad@fairfaxcounty.gov

Zoning Evaluation Division
Provides information on rezonings, special permits and variances, and special exceptions.
Tel: 703-324-1290; TTY: 711; Fax: 703-324-3924
E-mail: dpzzed@fairfaxcounty.gov

Historic Overlay Districts
Integrated with the Fairfax County Comprehensive Plan is a program of historical research designed to identify and protect historic county landmarks from inappropriate neighboring development. Thirteen historic overlay districts have been established by the county’s Board of Supervisors. Historic overlay districts have regulations for construction, renovations or site development over and above the regular zoning for such areas.
Revitalization Districts and Areas

The Fairfax County Board of Supervisors created five commercial revitalization districts and two revitalization areas within the county through a special zoning ordinance. Special programs and regulations apply to revitalization districts and are intended to encourage investment and redevelopment.

The Fairfax County Office of Community Revitalization (OCR) is responsible for the revitalization of older commercial and residential areas in the county. Working with communities and businesses, the agency defines revitalization goals, implements project action plans, structures project financing in conjunction with public and private finance agencies, and administers loan programs. Additionally, OCR is responsible for leading the effort in transforming Tysons Corner into a mixed-use urban center.

The county’s revitalization districts or areas are Annandale, Baileys Crossroads/Seven Corners, Lake Anne (in Reston), McLean, Merrifield, the Richmond Highway Corridor and Springfield. Additional details and the boundaries of the county’s revitalization districts can be found on OCR’s Web site.

For more information, contact:
Fairfax County Office of Revitalization
12055 Government Center Parkway, Suite 1048
Fairfax, VA 22035
Tel: 703-324-9300; TTY: 711; Fax: 703-653-1799;
E-mail: Revitalization@fairfaxcounty.gov
www.fcrevit.org

See also “Real Property Tax Abatement Program” for revitalization areas, pages 87-88 in the “Taxes” chapter of this book.

Occupancy Permits

Home Occupation Permits—Home-Based Businesses

A Home Occupation Permit is required for a business to operate at a home address. It costs $50.

Examples of home occupations permitted in the county include artists and sculptors, authors and composers, dressmakers and tailors, home crafts (e.g., ceramics, rug weaving), limited room renting, and special education instructors (e.g., music/dance, limited to four pupils at a time and eight pupils in any one day).

Examples of home occupations that are not permitted include antique shops, eating establishments, gift shops, boarding stables or kennels, and repair services. Be sure to check with the Department of Planning and Zoning to make sure that your type of business is permitted in a home location.
Limitations on home occupation permits include no exterior evidence of business (signs, no employees except other household members and one non-resident person from 8 AM to 5 PM weekdays, and no clients or customers except for special education classes or schools).

**For more information or to file applications, contact:**

Fairfax County Department of Planning and Zoning  
Zoning Administration Division, Zoning Permit Review Branch  
12055 Government Center Parkway, Suite 250  
Fairfax, VA 22035  
Tel: 703-222-1082; TTY: 711; Fax: 703-324-2301  
www.fairfaxcounty.gov/dpz/zoning/homeoccupation

**Non-Residential Use Permits**

A non-residential use permit (non-RUP), or occupancy permit, is required when there is:

- occupancy of a new commercial/industrial building;
- a change in tenant;
- change in business name; or
- a change in the use of a tenant space or building (such as the conversion of a gymnasium into a food establishment).

In many cases, the following must be completed before a non-RUP can be issued:

- approval of a building permit;
- building, mechanical, electrical and plumbing inspections by the Office of Building Code Services of the Fairfax County Department of Public Works and Environmental Services (DPWES);
- inspection by the Fairfax County Department of Health, depending on the use of the building or tenant space;
- inspection by the Fairfax County Fire and Rescue Department’s Office of the Fire Marshal; and
- site inspection by DPWES; to ensure completion of all required site improvements.

Applications are made through the Zoning Permit Review Branch of the Fairfax County Department of Planning and Zoning. The permit costs $70.00.

**For more information, contact:**

Fairfax County Department of Planning and Zoning  
Zoning Administration Division, Zoning Permit Review Branch  
12055 Government Center Parkway, Suite 250  
Fairfax, VA 22035  
Tel: 703-222-1082; TTY: 711; Fax: 703-324-2301  
www.fairfaxcounty.gov/dpz
Building, Construction, Land Development Permits and Requirements

Land and Site Development

The Land Development Services area of the Department of Public Works and Environmental Services (DPWES) is responsible for all horizontal development (development of land parcels into building sites) in the county, and the review and inspection of site-related construction and land development.

For more information regarding site plan review, contact:
Fairfax County Department of Public Works and Environmental Services
Land Development Services
12055 Government Center Parkway
Fairfax, VA 22035
Tel: 703-324-1780; TTY: 711
www.fairfaxcounty.gov/dpwes

Building Permits

A building permit is required to erect new structures and to modify existing structures in Fairfax County. Fairfax County DPWES, Land Development Services, is responsible for permits and inspection of all new construction and alterations to existing buildings and structures.

Electrical, Mechanical, Plumbing and Fire Protection System Permits—Construction

Separate permits are required to perform electrical, mechanical, heating/ventilation/air conditioning (HVAC) plumbing installations, and the installation and modification of fire protection equipment and systems. The application and approval process often involves some or all of the following Fairfax County agencies:

- DPWES;
- Office of the Fire Marshal;
- Department of Health; and/or
- Department of Planning and Zoning.

The length of the approval process varies with the nature and complexity of the project. Applications must be accompanied by supportive information (i.e., copies of site or subdivision plans as well as structural, mechanical, electrical and plumbing plans). Preliminary meetings with county staff (accompanied by plans and other information for technical review) and the use of local architectural and engineering firms familiar with county regulations are strongly encouraged.

For more information, or to file permit applications, contact:
Fairfax County Department of Public Works and Environmental Services
Land Development Services
12055 Government Center Parkway
Fairfax, VA 22035
Tel: 703-324-1780; TTY 711
www.fairfaxcounty.gov/dpwes
For more information about permits related to the installation and modification of fire protection equipment and systems in Fairfax County and the towns of Clifton, Herndon and Vienna, or to file fire protection permit applications, contact:

Fairfax County Fire and Rescue Department
Office of the Fire Marshal, Fire Protection Systems Branch
10700 Page Avenue
Fairfax, VA 22035
Tel: 703-246-4821; TTY 711

Land Development Services key department telephone numbers:

- Permit Application Center
  Tel: 703-222-0801; TTY 711
- Building Plan Review Division
  Tel: 703-222-0114; TTY 711
- Commercial Inspections
  Tel: 703-324-1910; TTY 711
- Residential Inspections
  Tel: 703-631-5101; TTY 711
- Automated Inspection scheduling/status
  Tel: 703-222-2474; TTY 711
- Inspection scheduling/status (staff)
  Tel: 703-222-0455; TTY 711
- Fire Protection System Installation/Modification Permits
  Tel: 703-246-4803; TTY 711
- Fire Protection System Inspection/Test Scheduling
  Tel: 703-246-4821; TTY 711
- Fire Protection System Plan Review
  Tel: 703-246-4806; TTY 711

Land Development Services online services:
The DPWES Land Development Services Web site (www.fairfaxcounty.gov/dpwes) provides online access to information on various aspects of construction in Fairfax County from building code requirements to inspections. Online interactive services include a building permit fee calculator, as well as the ability to check on the current status of building plan reviews, permit approvals and inspections.

Americans with Disabilities Act (ADA)

DPWES enforces building code-related technical requirements of the ADA (see page 60).

For more information, contact:
Fairfax County Department of Public Works and Environmental Services
Building Plan Review Division
12055 Government Center Parkway, Suite 659
Fairfax, VA 22035
Tel: 703-222-0144; TTY: 711; Fax: 703-324-1614
www.fairfaxcounty.gov/dpwes
Fire Marshal Inspections/Permits

**New Construction and Changes to Existing Buildings:** New buildings under construction and existing buildings undergoing renovation or other structural modification or change of use may have to be inspected and/or permitted by the Fairfax County Fire and Rescue Department’s Fire Prevention Services Division.

**Hazardous Materials:** Depending on the amount of hazardous material involved, facilities using or operating with any hazardous material (physical, chemical, health or other) may need to be inspected and/or permitted by the division’s Inspections Branch.

**Fire Inspections:** The Office of the Fire Marshal provides a variety of inspection services including home child care facility fire safety inspections, fire protection systems inspections, fire protection systems inspections, commercial occupancy inspections, state regulated care facility fire safety inspections, and inspections in response to citizen complaints relating to violations of the Virginia Statewide Fire Prevention Code (SFPC).

**Operational Permits:** In Fairfax County and the towns of Clifton, Herndon and Vienna, a Fire Prevention Code Permit (i.e., operational permit) is required for activities, processes and occupancies regulated by the SFPC. Once issued, Fire Prevention Code Permits (FPCP) allow the permit applicant to (a) conduct activities involving the handling, storage or use of substances, materials or devices regulated by the SFPC, (b) conduct processes regulated by the SFPC which produce conditions hazardous to life or property, (c) and/or to establish a place or assembly/education.

For more information, contact:
Fairfax County Fire and Rescue Department
Office of the Fire Marshal
10700 Page Avenue
Fairfax, VA 22030
www.fairfaxcounty.gov/fr/prevention

**Fire Prevention, Inspections Branch:**
Tel: 703-246-4849; TTY: 711; Fax: 703-246-4872

**Fire Prevention, Fire Protection Systems Branch:**
Tel: 703-246-4821; TTY: 711; Fax: 703-246-9173

Additional Requirements—Building, Site-Related Construction and Land Development

Projects involving site development and/or buildings undergoing new construction or renovation also may have to satisfy certain county regulations, inspections and/or permitting by other agencies. Please review the following sections in this publication:

- Air Pollution Control Permits, pages 47-48
- Equal Opportunity—Americans with Disabilities Act, page 60
Environmental Permits and Requirements

Air Pollution Control

Any business that emits gas or particulate substances into the outside air must contact and register with the Virginia Department of Environmental Quality. Business operators also must contact the Department of Environmental Quality if they intend to install, construct, modify or relocate a facility with one of the following air emission units:

- incinerators (all sizes/capacities);
- engine-driven pumps and emergency/peaking power generators;
- fuel-burning equipment with heat input capacity of 350,000 British Thermal Units (BTU) per hour or greater for solid fuel, 1 million BTU per hour or greater for liquid fuel, or 10 million BTUs per hour or greater for liquid gaseous fuel;
- manufacturing or industrial plant operations; or
- petroleum, coating, printing, degreasing or miscellaneous industries that use or store volatile organic compounds.

Businesses requiring a state permit for a facility must obtain written approval from the Fairfax County Department of Health’s Air Quality Section to locate in the county. The county monitors air quality, conducts natural asbestos programs, issues permits for controlled burning operations, investigates complaints and answers inquiries.

In addition, any business or facility using or operating with physical, chemical, health or other hazardous materials may have to be inspected and/or permitted by the Fairfax County Fire and Rescue Department. (Inspection and permitting requirements depend upon the amount of hazardous materials involved.) Criminal penalties and fines can be imposed for failure to obtain appropriate permits or approval.

For more information, contact:
Fairfax County Department of Health, Air Quality Section
10777 Main Street
Fairfax, VA 22030
Tel: 703-246-2411; TTY: 711, Fax: 703-385-9568
www.fairfaxcounty.gov/hd/resourceair.htm

Fairfax County Fire and Rescue Department
Fire Prevention Division, Inspections Branch
10700 Page Avenue
Fairfax, VA 22030
Tel: 703-246-4849; TTY: 711; Fax: 703-246-4872
www.fairfaxcounty.gov/fr/prevention
Commercial and Hazardous Waste Disposal Permits/Commercial Waste Collection

Businesses seeking to dispose of the refuse they generate, and waste collection companies wanting to provide service for commercial operations within Fairfax County, must obtain a permit from DPWES's Division of Solid Waste Disposal and Resource Recovery prior to initiating operations.

Solid and hazardous wastes in Virginia are also regulated by the Virginia Department of Environmental Quality, the Virginia Waste Management Board and the U.S. Environmental Protection Agency. Permits are required for transportation, storage, treatment and disposal of commercial and hazardous wastes.

For more information, contact:

Fairfax County Department of Public Works and Environmental Services
Division of Solid Waste Disposal and Resource Recovery, Permit Office
I-66 Transfer Station
4618 West Ox Road
Fairfax, VA 22030
Tel: 703-631-1179; TTY: 711; Fax: 703-324-3950
www.fairfaxcounty.gov/dpwes

Virginia Department of Environmental Quality
Northern Virginia Office
13901 Crown Court
Woodbridge, VA 22193
Tel: 703-583-3800; TTY: 711; Fax: 703-583-3821
www.deq.virginia.gov

For a list of private waste collection companies licensed by Fairfax County, contact:

Fairfax County Department of Public Works and Environmental Services
Division of Solid Waste Disposal and Resource Recovery
12000 Government Center Parkway, Suite 448
Fairfax, VA 22035
Tel: 703-324-5230; TTY: 711; Fax: 703-324-3950
www.fairfaxcounty.gov/dpwes/trash/disphaulers.htm

Recycling Requirements

Owners and managers of commercial properties in Fairfax County that generate 100 tons or more of solid waste annually are required to recycle. Businesses meeting the established threshold must, at minimum, recycle the “principal recyclable” material comprising the majority of their waste stream, such as copy paper.
Additional information on responsibilities of individual businesses, business tenants in leased property, and property owners and managers can be found on the county’s recycling Web site: www.fairfaxcounty.gov/dpwes/recycling

The Division of Solid Waste Collection and Recycling staff provides employee training and technical assistance to businesses working to design and implement recycling programs.

**For more information, contact:**
Fairfax County Department of Public Works and Environmental Services
Commercial Recycling Manager
Solid Waste Management Program
12000 Government Center Parkway, Suite 448
Fairfax, VA 22035
Tel: 703-324-5230; TTY: 711; Fax: 703-324-3950
www.fairfaxcounty.gov/dpwes

**Wastewater Discharge Permits**

Wastewater discharge permits are issued to businesses with the potential to impact the sanitary sewer system. While wastewater discharge permits are not necessary for most dischargers, all users of the sanitary sewer are required to comply with Chapter 67.1 of the Fairfax County Code *(Sanitary Sewers and Sewage Disposal)*.

Industrial wastes are prohibited discharges unless reviewed and approved by the Fairfax County DPWES Industrial Waste Section. Businesses with questions about pretreatment requirements should contact the Industrial Waste Section. There are no fees associated with wastewater permit application or issuance.

The Virginia Department of Environmental Quality, the State Water Control Board and the U.S. Environmental Protection Agency also regulate water resources and wastewater discharge in Virginia. Various permits from state and federal agencies also may be required.

**For more information, contact:**
Fairfax County Department of Public Works and Environmental Services
Industrial Waste Section
Norman M. Cole Jr. Pollution Control Plant
9399 Richmond Highway
Lorton, VA 22079-1899
Tel: 703-550-9740, ext. 252; TTY: 711; Fax: 703-339-5070
www.fairfaxcounty.gov/living/publicworks

Virginia Department of Environmental Quality
Northern Virginia Office
13901 Crown Court
Woodbridge, VA 22193
Tel: 703-583-3800; TTY: 711; Fax: 703-583-3871
www.deq.virginia.gov
Well Water Supplies and Individual Sewage Disposal Systems

The Fairfax County Department of Health, in cooperation with the Fairfax County DPWES Office of Permits – Building and Construction Division, reviews and approves building permits for properties served by well water supplies and/or individual sewage disposal systems (drainfields).

The Virginia Department of Environmental Quality, the State Water Control Board and the U.S. Environmental Protection Agency also regulate water resources and wastewater discharge in Virginia. Various permits from state and federal agencies also may be required.

For more information, contact:
Fairfax County Department of Health
Division of Environmental Health, Environmental Services Section
10777 Main Street
Fairfax, VA 22030
Tel: 703-246-2411; TTY: 711; Fax: 703-385-9568
www.fairfaxcounty.gov/hd/eh/

Fairfax County Department of Public Works and Environmental Services
Permits, Building and Construction
12055 Government Center Parkway, 2nd Floor
Fairfax, VA 22035
Tel: 703-222-0801; TTY: 711; Fax: 703-324-1865
www.fairfaxcounty.gov/dpwes

Virginia Department of Environmental Quality
Northern Virginia Office
13901 Crown Court
Woodbridge, VA 22193
Tel: 703-583-3800; TTY:711; Fax: 703-583-3821
www.deq.virginia.gov

Other Permits

Home Child Care Facility Permits, Day Care Centers

Any person who provides child care at home for compensation and is not licensed by the Commonwealth of Virginia must obtain a Fairfax County Home Child Care Facility Permit from the Fairfax County Department of Family Services, Office for Children. A non-refundable processing fee applies.

Office for Children and Fairfax County Fire and Rescue Department staff visit applicants’ homes and provide information about healthy and safe child care. Applicants and adult members of their households receive a criminal background check and a child protective services background check.

The Office for Children also provides technical assistance and referrals regarding the development and operation of day care centers.
For more information, contact:
Fairfax County Department of Family Services, Office for Children
Community Education and Provider Services Division
12011 Government Center Parkway, 8th Floor
Fairfax, VA 22035
Tel: 703-324-8100; TTY: 711; Fax: 703-324-3925
www.fairfaxcounty.gov/childcare

**UTILITIES**

Contact information for establishing cable television, electric, natural gas, sewer, telephone and water service is listed below.

**Cable Television**

**Comcast Cable** (Reston only)
Tel: 800-266-2278
www.comcast.com

**Cox Communications** (all areas of county other than Reston)
3080 Centreville Road
Herndon, VA 20171
Tel: 703-378-8422
www.cox.com

**RCN Telecom Services**
Tel: 800-746-4726
www.rcn.com/dc-metro/fairfax-county-internet-service

**Verizon FiOS** (parts of county, call to determine service availability)
Tel: 800-837-4966
www.verizon.com

*Note: Check with individual cable providers to determine specific services offered.*

**Electric Power**

**Dominion Virginia Power**
3901 Fair Ridge Drive
Fairfax, VA 22033
Tel: 888-667-3000
www.dom.com

**Northern Virginia Electric Cooperative**
(covers parts of Centreville and Clifton in Fairfax County)
P.O. Box 2710
Manassas, VA 20108-0875
Tel: 703-335-0500; Toll-free: 888-335-0500
E-mail: info@novec.com
www.novec.com
Natural Gas

Washington Gas
6801 Industrial Road
Springfield, VA 22151
Tel: 703-750-1000; Toll-free: 800-752-7520
E-mail: custsrv@washgas.com
www.washgas.com

Columbia Gas of Virginia (Residents in portions of Chantilly and Herndon may receive natural gas service from Columbia Gas of Virginia)
Tel: 1-800-543-8911
www.columbiagasva.com

Sewer Service

Fairfax County Department of Public Works and Environmental Services
Wastewater Management
12000 Government Center Parkway, Suite 358
Fairfax, VA 22035-0058
Tel: 703-324-5030; TDD: 711
E-mail: DPWESWWMail@fairfaxcounty.gov
www.fairfaxcounty.gov/dpwes/wastewater

Telephone/Data Services

Contact information is provided for the most common providers of residential and long distance telephone service (excluding wireless providers) in Fairfax County. A complete list of providers is available from the Virginia State Corporation Commission (SCC) Division of Communications at 1-800-552-7945; TTY 1-804-371-9206.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact Number</th>
</tr>
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<tbody>
<tr>
<td>Comcast Communications</td>
<td>1-800-COMCAST</td>
</tr>
<tr>
<td>Cox Communications</td>
<td>703-378-8422</td>
</tr>
<tr>
<td>RCN Telecom Services</td>
<td>800-746-4726</td>
</tr>
<tr>
<td>Verizon</td>
<td>703-954-6222 or 800-483-4000</td>
</tr>
<tr>
<td>Verizon Business</td>
<td>800-826-2355 or 800-483-5000</td>
</tr>
</tbody>
</table>
Water Service

Fairfax Water
8570 Executive Park Avenue
Fairfax, VA 22031 (mailing)
P.O. Box 71076
Charlotte, NC 28272-1076 (billing)
Tel: 703-698-5800 (billing and customer service); 703-698-5613 (after hours);
TDD: 711; Fax: 703-289-6133
E-mail: Customers@fairfaxwater.org
www.fairfaxwater.org

City of Fairfax
Department of Utilities
10455 Armstrong Street, Room 300
Fairfax, VA 22030
Tel: 703-385-7920; Fax: 703-934-8427
www.fairfaxva.gov/utilities/utilities.asp

City of Falls Church
Department of Public Utilities
300 Park Avenue
Falls Church, VA 22046
Tel: 703-248-5071; TTY: 711; Emergencies and after hours: 703-248-5044
Fax: 703-248-5117
E-mail: water@fallschurchva.gov
www.fallschurchva.gov/Content/Government/Departments/Publicutilities

Town of Herndon
Department of Public Works
777 Lynn Street
Herndon, VA 20170
Tel: 703-435-6853
P.O. Box 427
Herndon, VA 20172 (water/sewer payments)
Tel: 703-435-6814; Fax: 703-435-8121
E-mail: publicworks@herndon-va.gov
www.herndon-va.gov/Content/Town_Services/Water_and_Sewer

Town of Vienna
Water and Sewer Services
127 Center Street, South
Vienna, VA 22180
Tel: 703-255-6385; Fax: 703-938-5560
E-mail: Water@ViennaVA.gov
## ADDITIONAL RESOURCES

### Building, Construction and Land Use


### Environment


### Other Sections of This Book

- The Fairfax County Economic Development Authority, Virginia Small Business Financing Authority, U.S. Small Business Administration, Business Finance Group and Community Business Partnership offer financing options for businesses seeking to make improvements to their physical location and/or to purchase equipment. Please see the “Financing” chapter for more details.

- Fairfax County real and personal property tax obligations apply to businesses based on their location and types of equipment used. Please visit the “Taxes” chapter for more details.
Staffing

- Employees and independent contractors
- Government regulations and tax requirements
- Recruiting resources
- Training and development resources
- Salary and compensation data
- Additional resources
Staffing

Hiring and retaining the right people is critical for all business owners. A business’s growth and long-term success is directly linked to success at hiring and retaining qualified and well-trained employees.

**EMPLOYEES AND INDEPENDENT CONTRACTORS**

Business owners need to determine whether individuals providing services to their firm are employees or independent contractors.

Certain tax and regulatory requirements (e.g. tax withholding, Social Security and Medicare taxes, unemployment tax, etc.) apply in cases where individuals providing services are legally considered to be employees. Businesses generally do not have to withhold or pay any taxes on payments made to independent contractors. See “Employer taxes” on pages 81-85.

**For more Information, contact:**

U.S. Internal Revenue Service
Local Taxpayer Assistance Center
5205 Leesburg Pike, Suite 200
Falls Church, VA 22041
Tel: 703-756-6663 or 800-829-4923; TDD: 800-829-4059;
www.irs.gov/Businesses/Small-Businesses-&-Self-Employed
www.sba.gov/content/hire-contractor-or-employee

**GOVERNMENT REGULATIONS AND TAX REQUIREMENTS**

Hiring employees requires compliance with additional government regulations and tax requirements. Below are basic requirements for most employers.

**Employer Identification Number (EIN)**

An EIN is a nine-digit number used by the Internal Revenue Service (IRS) to identify taxpayers required to file various business tax returns.

EINs are used by employers, corporations, partnerships, nonprofit associations, trusts, estates, government agencies, other business entities and certain individuals. A sole proprietor without employees may not need to obtain an EIN and may use his or her Social Security number instead.

To apply for an EIN, an SS-4 form must be submitted to the IRS. No fee is required. Additional information can be found in IRS Publication 1635, *Understanding your EIN – Employer Identification Number*. 
For more information, to obtain the SS-4 form or to obtain a copy of Publication 1635, contact:
U.S. Internal Revenue Service
Local Taxpayer Assistance Center
5205 Leesburg Pike, Suite 200
Falls Church, VA 22041
Tel: 703-756-6663
www.irs.gov

Forms and publications: 800-829-3676
Assistance: 800-829-4933; TDD: 800-829-4059

Employment Eligibility/Employment of Aliens
All U.S. employers are responsible for verifying the identity and employment eligibility of all hired employees performing services in the United States, and for completing and retaining an Employment Eligibility Verification Form (I-9).

For more additional information, contact:
U.S. Citizenship and Immigration Services
Washington District Office
2675 Prosperity Avenue
Fairfax, VA 22031
Tel: 800-357-5283; TDD: 800-767-1833
www.uscis.gov

Employment Public Notice Requirements
Employers operating in Virginia are required by state and federal law to display certain posters at their place of business.

Required State Posters

Occupational Safety and Health
“Job Safety and Health Protection.” Possible fine or citation if not displayed.

To order, contact:
Virginia Department of Labor and Industry
Virginia Occupational Safety and Health Program
600 East Main Street, Suite 207
Richmond, VA 23219
Tel: 804-786-8011; TDD: 804-786-2376 or 711; Fax: 804-371-6524
www.doli.virginia.gov

Unemployment Insurance
“Notice to Workers” (VEC-B-29). Must be posted by every employer subject to the law. (See pages 84-85 for details on unemployment insurance.)
To order, contact:
Virginia Employment Commission
Client Relations Department
P.O. Box 1358
Richmond, VA 23218
Tel: 1-866-832-2363; TTY: 711; Fax: 804-371-0616
www.vec.virginia.gov

Workers’ Compensation Insurance
“Workers’ Compensation and Instructions to Employers and Employees” (VWC 1). Must be posted by every employer subject to the law. (See page 66 for more details on workers’ compensation insurance.)

To order, contact:
Virginia Workers’ Compensation Commission
100 DMV Drive
Richmond, VA 23220
Tel: 1-877-664-2566; TTY: 711; Fax: 804-367-9740
www.vwc.state.va.us

Employer Earned Income Tax Credit
Virginia Credit for Low-Income Individuals
EITC is a federal tax credit for low-to-middle income working individuals and families. To qualify an employee must file an income tax return—even if the IRS doesn’t require filing taxes for a particular income level. If an employee qualifies for EITC, their taxes may be prepared for free.

The Virginia Credit for Low Income Individuals (CLI) poster provides information on a credit available on Virginia tax forms for low-income individuals.

To order, contact:
Virginia Department of Social Services
Fairfax Executive Park
3953 Pender Drive
Fairfax, VA 22030
Tel: 1-800-468-8894; TTY: 711; Fax: 703-934-0067
www.dss.virginia.gov/community/eitc.cgi

Human Trafficking (adult entertainment establishments only)

To order, contact:
Virginia Department of Labor and Industry
10515 Battleview Parkway
Manassas, VA 20109
Tel: 703-392-0900; TDD: 703-392-0165; Fax: 703-392-0308
Required Federal Posters

**Contract Work Hours and Safety Act, Davis-Bacon Act**

“Notice to all Employees Working on Federal or Federally Financed Construction Projects” (for projects valued at $2,000 or more).

**Employee Polygraph Protection Act**

“Notice: Employee Polygraph Protection Act.” Poster provides information on prohibition of lie detector tests during pre-employment screening and employment for employees covered under the act.

**Family and Medical Leave Act**

“Your Rights Under the Family and Medical Leave Act of 1993” (WH Publication 142). The Family and Medical Leave Act affects companies with 50 or more employees located within 75 miles of the business location.

**Walsh-Healy Public Contracts Act**

“Notice to Employees Working on Government Contracts” (WH Publication 1313). Poster provides information to employees of companies performing certain types of government contract work.

**Fair Labor Standards Act**


To order these posters or to receive more information, contact:

U.S. Department of Labor
Employment Standards Administration, Wage and Hour Division
400 North 8th Street, Room 416
Richmond, VA 23240
Tel: 804-771-2995; TTY: 800-877-8339; Fax: 804-771-8127
www.dol.gov/oasam/boc/osdbu/sbrefa/poster/matrix.htm

**Equal Employment Opportunity**

“Equal Employment Opportunity is the Law” (GPO Publication 920-752), in English and Spanish. All employers with 15 or more employees, all governments and government contractors, all employment agencies and all labor organizations with 25 or more members are required to post this notice in both languages.

To order this poster or to receive more information contact:

U.S. Equal Opportunity Commission
P.O. Box 541
Annapolis Junction, MD 20701
Tel: 1-800-669-3362; TTY: 1-800-800-3302
www.eeoc.gov
Employment Reporting

Federal and state law require employers to report newly hired and re-hired employees in Virginia to the Virginia New Hire Reporting Center.

For more information, contact:
Virginia New Hire Reporting Center
P.O. Box 640097
Atlanta, GA  30364
Tel: 800-979-9014; TTY: 711; Fax: 800-688-2680
www.VA-NewHire.com

Equal Opportunity

The Fairfax County Human Rights Ordinance prohibits discrimination because of race, sex, color, national origin, religion, disability, age (40+), marital status and familial status (housing only) by private employers, credit facilities, public accommodations, educational facilities and housing providers in the county. Employers with four or more employees must comply. The Fairfax County Office of Human Rights and Equity Programs, Human Rights Division (HRD) enforces the ordinance. Complaints are investigated by the Human Rights Commission, a panel of 12 Fairfax County residents appointed by the Board of Supervisors.

The HRD has a work-sharing relationship with the U.S. Equal Employment Opportunity Commission (EEOC). As such, the HRD is responsible for receiving and investigating complaints that allege violations of the federal civil rights laws (Title VII, the Americans with Disabilities Act [ADA] and the Age Discrimination in Employment Act [ADEA]) that occur within the county. The complaints alleging violations of Title VII, ADA and ADEA that are timely filed with the HRD are cross-filed with the EEOC to maintain the federal rights of the complainants.

In addition, the HRD conducts outreach and offers education and training services concerning issues of discrimination to industries, organizations and groups in the private and non-profit sectors, and to the public at large.

Americans with Disabilities Act (ADA)

The Fairfax County Department of Public Works and Environmental Services enforces building code-related technical requirements of the ADA.

For more information, contact:
Fairfax County Human Rights Commission
12000 Government Center Parkway, Suite 318
Fairfax, VA 22035
Tel: 703-324-2953; TTY: 703-324-2900; Fax: 703-324-3570
www.fairfaxcounty.gov/hrc

Fairfax County Department of Public Works and Environmental Services
Building Plan Review Division
12055 Government Center Parkway, Suite 324
Fairfax, VA 22035
Tel: 703–222-0114; TTY: 711; Fax: 703-324-1614
www.fairfaxcounty.gov/dpwes
Child Labor

Minors 14 and 15 years of age are required to obtain employment certificates before they may work. Employment certificates may be obtained from any Fairfax County public high school. There are limitations on working hours for 14- and 15-year-olds. Hours are not regulated and no employment certificate is needed for those ages 16 and 17. All minors are prohibited from engaging in hazardous employment. The Virginia Department of Labor and Industry maintains a list of jobs in which minors can and cannot be employed.

For more information, contact:
Virginia Department of Labor and Industry
10515 Battleview Parkway
Manassas, VA 20109
Tel: 703-392-0900; Fax: 703-392-0308
www.doli.virginia.gov/laborlaw/laborlaw_childworkpermits1.html

Occupational Licenses and Permits

FAIRFAX COUNTY

Fairfax County requires licenses or permits to be issued for individuals engaged in the following occupations and enterprises:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Agency to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fortune tellers (and similar)</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>• Bondsmen</td>
<td>Department of Tax Administration</td>
</tr>
<tr>
<td>• Dance hall operators</td>
<td>12000 Government Center Parkway</td>
</tr>
<tr>
<td>• Owners of establishments serving mixed drinks</td>
<td>Suite 223</td>
</tr>
<tr>
<td>• Auto graveyards</td>
<td>Fairfax, VA 22035</td>
</tr>
<tr>
<td>• Refuse trucks</td>
<td>Tel: 703-222-8234; TTY: 703-222-7594</td>
</tr>
<tr>
<td>• Circuses and carnivals</td>
<td>Fax: 703-324-3929</td>
</tr>
<tr>
<td>• Taxicab drivers and operators</td>
<td><a href="http://www.fairfaxcounty.gov/ta">www.fairfaxcounty.gov/ta</a></td>
</tr>
<tr>
<td>• Peddlers</td>
<td>Fairfax County Department of Cable Communications and Consumer Protection</td>
</tr>
<tr>
<td>• Solicitors</td>
<td>12000 Government Center Parkway</td>
</tr>
<tr>
<td>• Precious metal and gem dealers</td>
<td>Suite 127</td>
</tr>
<tr>
<td>• Pawnbrokers</td>
<td>Fairfax, VA 2203</td>
</tr>
<tr>
<td>• Going out of business sales</td>
<td>Tel: 703-222-8435; TTY: 711; Fax: 703-322-5942</td>
</tr>
<tr>
<td>• Massage therapists and establishments</td>
<td><a href="http://www.fairfaxcounty.gov/consumer/regulation_and_licensing">www.fairfaxcounty.gov/consumer/regulation_and_licensing</a></td>
</tr>
<tr>
<td>• Commercial swimming pools</td>
<td>Fairfax County Department of Health Division of Environmental Health</td>
</tr>
<tr>
<td></td>
<td>10777 Main Street, Suite 111</td>
</tr>
<tr>
<td></td>
<td>Fairfax, VA 22030</td>
</tr>
<tr>
<td></td>
<td>Tel: 703-246-2444; TTY: 711; Fax: 703-385-9568</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.fairfaxcounty.gov/hd">www.fairfaxcounty.gov/hd</a></td>
</tr>
</tbody>
</table>
Building Contractors, including home improvement contractors with Class C state contractor licenses
Fairfax County Department of Public Works and Environmental Services
Code Enforcement
12055 Government Center Parkway
2nd Floor
Fairfax, VA 22035
Tel: 703-324-1300; TTY: 711
Fax: 703-968-2886
www.fairfaxcounty.gov/dpwes

State contractor licenses also are required for all practicing electricians, mechanics, plumbers, builders and home improvement contractors (see page 61).

VIRGINIA

A number of occupations and businesses in Virginia require licensing through state agencies. These include:

<table>
<thead>
<tr>
<th>Regulated Occupation</th>
<th>Agency/Board/Licensing Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Agricultural products dealers</td>
<td>Virginia Department of Agriculture and Consumer Services</td>
</tr>
<tr>
<td>• Pesticide applications</td>
<td>102 Governor Street, Richmond, VA 23219</td>
</tr>
<tr>
<td>• Appraisers (real estate)</td>
<td>Tel: 804-371-6558; TTY: 800-828-1120; Fax: 804-786-9149</td>
</tr>
<tr>
<td>• Architects</td>
<td><a href="http://www.vdacs.virginia.gov">www.vdacs.virginia.gov</a></td>
</tr>
<tr>
<td>• Asbestos contractors and workers</td>
<td>Department of Professional and Occupational Regulation</td>
</tr>
<tr>
<td>• Auctioneers</td>
<td>9960 Mayland Drive, Suite 400, Richmond, VA 23233</td>
</tr>
<tr>
<td>• Barbers</td>
<td>Tel: 804-367-8500; TTY: 711 or 804-552-9963</td>
</tr>
<tr>
<td>• Backflow prevention device workers</td>
<td><a href="http://www.dpor.virginia.gov">www.dpor.virginia.gov</a></td>
</tr>
<tr>
<td>• Body piercers and tattooists</td>
<td></td>
</tr>
<tr>
<td>• Boxers, professional</td>
<td></td>
</tr>
<tr>
<td>• Branch pilots</td>
<td></td>
</tr>
<tr>
<td>• Cemetery salespersons</td>
<td></td>
</tr>
<tr>
<td>• Charitable organizations</td>
<td></td>
</tr>
<tr>
<td>• Common interest community managers</td>
<td></td>
</tr>
<tr>
<td>• Contractors</td>
<td></td>
</tr>
<tr>
<td>• Cosmetologists</td>
<td></td>
</tr>
<tr>
<td>• Estheticians</td>
<td></td>
</tr>
<tr>
<td>• Fair housing</td>
<td></td>
</tr>
<tr>
<td>• Geologists</td>
<td></td>
</tr>
<tr>
<td>• Hearing aid dealers and fitters</td>
<td></td>
</tr>
<tr>
<td>• Home inspectors</td>
<td></td>
</tr>
<tr>
<td>• Interior designers</td>
<td></td>
</tr>
<tr>
<td>• Land surveyors</td>
<td></td>
</tr>
<tr>
<td>• Landscape architects</td>
<td></td>
</tr>
<tr>
<td>• Lead abatement workers</td>
<td></td>
</tr>
</tbody>
</table>
• Martial artists, professional
• Nail technicians
• Onsite sewage system professionals
• Opticians
• Polygraph examiners
• Professional engineers
• Professional soil scientists
• Real estate brokers and salespersons
• Soil scientists, professional
• Tradesman (electricians, mechanics, plumbers, etc.)
• Wastewater works operators
• Water well system providers (Tradesmen)
• Waterworks operators
• Wetland delineators
• Wrestlers, professional

<table>
<thead>
<tr>
<th>Professionals</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiolist/speech pathologists</td>
<td>Virginia Department of Health Professions Perimeter Center</td>
</tr>
<tr>
<td>Counselors</td>
<td>9960 Mayland Drive, Suite 300 Richmond, VA 23230</td>
</tr>
<tr>
<td>Dentists</td>
<td>Tel: 804-367-4400; TTY 711</td>
</tr>
<tr>
<td>Doctors</td>
<td>Fax: 804-527-4475</td>
</tr>
<tr>
<td>Funeral directors and embalmers</td>
<td>Automated license verification:</td>
</tr>
<tr>
<td>Nurses</td>
<td>804-270-6836</td>
</tr>
<tr>
<td>Nursing home administrators</td>
<td><a href="http://www.dhp.virginia.gov">www.dhp.virginia.gov</a></td>
</tr>
<tr>
<td>Optometrists</td>
<td>804-270-6836</td>
</tr>
<tr>
<td>Pharmacists</td>
<td><a href="http://www.vbbe.state.va.us">www.vbbe.state.va.us</a></td>
</tr>
<tr>
<td>Physical therapist</td>
<td>Virginia Board of Accountancy 9960 Mayland Drive, Suite 402 Henrico, VA 23233 Tel: 804-367-8505; Fax: 804-527-4409</td>
</tr>
<tr>
<td>Psychologists</td>
<td>Virginia Board of Bar Examiners 2201 West Broad Street, Suite 101 Richmond, VA 23220-2022 Tel: 804-367-0412; TTY: 711 Fax: 804-3670416 <a href="http://www.vbbe.state.va.us">www.vbbe.state.va.us</a></td>
</tr>
<tr>
<td>Social workers</td>
<td>Virginia Department of Criminal Justice Services–Regulatory Affairs</td>
</tr>
<tr>
<td>Veterinarians</td>
<td>1100 Bank Street Richmond, VA 23219 Tel: 804-786-4700; TTY: 711 Fax: 804-786-6344 <a href="http://www.dcjs.virginia.gov/pss">www.dcjs.virginia.gov/pss</a></td>
</tr>
</tbody>
</table>
### Motor vehicle dealers

Motor Vehicle Dealer Board  
2201 West Broad Street, Suite 104  
Richmond, VA 23220  
Tel: 804-367-1100; TTY: 711  
Fax: 804-367-1053  
http://mvdb.vipnet.org

### Degree-granting institutions and correspondence schools

State Council of Higher Education for Virginia  
101 North 14th Street  
James Monroe Building  
Richmond, VA 23219  
Tel: 804-225-2600; TTY: 711  
Fax: 804-225-2604  
www.schev.edu

### Insurance agents and agencies

Virginia State Corporation Commission  
Licensing Department, Bureau of Insurance  
P.O. Box 1157  
Richmond, VA 23218  
Tel: 804-371-9741; TTY: 804-371-9206  
Toll-free (VA only): 800-552-7945  
Toll-free (nationwide): 877-310-6560  
www.scc.virginia.gov

For more information regarding the licensing of other businesses and occupations, contact the Virginia state government at 804-786-0000 or visit www.virginia.gov.

### FEDERAL

The federal government issues licenses in certain government-regulated industries. See below.

<table>
<thead>
<tr>
<th>Regulated Industry/Occupation</th>
<th>Agency to Contact</th>
</tr>
</thead>
</table>
| Alcohol, tobacco and firearms production or sales | Bureau of Alcohol, Tobacco, Firearms and Explosives  
99 New York Avenue, NE  
Washington, D.C. 20226  
Tel: 202-648-8500  
www.atf.gov  
Forms: www.atf.gov/forms/dcof |
| Broadcasting communications equipment         | Federal Communications Commission  
445 12th Street, SW  
Washington, D.C. 20554  
Tel: 888-225-5322; TTY: 888-835-5322  
Fax: 866-418-0232  
www.fcc.gov |
Food, pharmaceutical, medical device and cosmetics production
U.S. Food and Drug Administration
10903 New Hampshire Avenue
Silver Spring, MD 20993-0002
Tel: 888-463-6332; TTY: 800-877-8339
www.fda.gov

Securities sales
U.S. Securities and Exchange Commission
101 F Street, NE
Washington, D.C. 20549
Tel: 202-942-8088; TTY: 800-877-8339
www.sec.gov

Payroll and Wages
Employers in Virginia must establish regular pay periods and pay rates for all employees except executive personnel. Salaried employees are paid at least once a month. Employees paid at an hourly rate must be paid once every two weeks or twice a month.

All employees in Virginia not covered by the federal Fair Labor Standards Act (FLSA) are covered by the Virginia Minimum Wage Law if the employer has four or more employees and is not specifically excluded. The Virginia Minimum Wage Law provides for a minimum wage rate identical to the FLSA. This law allows a wage rate lower than the standard minimum wage rate in certain situations in which the employee is in training. A firm that engages in interstate commerce and/or has gross sales in excess of $500,000 annually must abide by the federal requirements. A firm not engaged in interstate commerce and having gross sales of less than $500,000 annually is subject to the Virginia law.

For more information, contact:
Virginia Department of Labor and Industry
Division of State Labor Law Administration
600 East Main Street, Suite 202
Richmond, VA 23129
Tel: 804-371-2327; TDD: 804-786-2376; Fax: 804-371-6524
www.doli.virginia.gov

Right-to-Work
Virginia is a right-to-work state. Under Virginia statute, the right to work cannot be denied to an individual based on membership or non-membership in a labor union or labor organization. An employer cannot require employees to become or remain members of a labor union or require that dues or fees be paid to a union or labor organization as a condition of employment.

The law also prohibits a closed shop, where employers may hire only members of the contracting union, and a union shop, where an employee who is not a member of a union must join after a certain period of employment and must remain a member as a condition of employment.
For additional information about Virginia’s right-to-work law, contact:
Virginia Department of Labor and Industry
Division of Labor and Employment Law
13 South 13th Street
Richmond, VA 23219
Tel: 804-371-2327; TDD: 804-786-2376; Fax: 804-371-6524
www.doli.virginia.gov

Tax Requirements
Employers have state and federal tax payment and employee withholding requirements for income tax, Social Security and Medicare. See pages 81-85 (employer taxes) in the “Taxes” chapter of this publication for more details.

Unemployment Insurance
See pages 84-85 in the “Taxes” chapter of this publication for business registration and tax information on this topic.

Workers’ Compensation Insurance
Employers with more than two full or part-time employees regularly in service in the same business in Virginia must purchase and maintain workers’ compensation insurance with a private insurance carrier, have a certificate of self-insurance issued by the Virginia Workers’ Compensation Commission, enter into an agreement with a professional employer organization, or be a member of a licensed group self-insurance association. The cost varies by industry, occupation, state and insurance carrier.

For more information, contact:
Virginia Workers’ Compensation Commission
1000 DMV Drive
Richmond, VA 23220
Tel: 804-205-3603; TTY: 711; Toll-free (VA only): 877-664-2566
Fax: 804-367-9740
www.vwc.state.va.us

RECRUITING RESOURCES
In order to recruit effectively, a business owner or manager must know where and how to find qualified applicants. Sources for finding employees are numerous, including walk-ins, recruiting from within the business, employee referrals, private employment agencies, public employment offices, temporary help agencies, advertising (print or online) or local schools. Listed below are various public and nonprofit organizations that provide technical and financial resources for business owners seeking to hire employees.
Virginia Employment Commission

The Virginia Employment Commission (VEC) is charged with helping employers find qualified workers and workers find jobs. The VEC also administers a program of Unemployment Insurance Services. VEC services are free to employers and job seekers. There are two VEC local offices in northern Virginia. Additionally, detailed information on VEC services may be obtained online 24 hours a day via the VEC Web site (www.vec.virginia.gov).

For employers, the VEC offers:

- national and Internet advertising and posting of job vacancy announcements;
- employment pre-screening and computerized skills-based matching to identify potential candidates;
- labor market information;
- clerical skill proficiency testing;
- I-9 U.S. employment eligibility certification (Alexandria office only); and
- employer tax credit information.

For more information, contact:

Alexandria
5520 Cherokee Avenue
Alexandria, VA 22312-2319
Tel: 703-813-1300; Fax: 703-813-1380

Prince William County
Prince William SkillSource Center
13370 Minnieville Road
Woodbridge, VA 22192
Tel: 703-897-0407; Fax: 703-897-0440; TTY: 703-583-6850

Northern Virginia Workforce Investment Board, SkillSource Centers

The Northern Virginia Workforce Investment Board (NVWIB) serves more than 1.9 million residents and nearly 20,000 businesses in Fairfax, Loudoun and Prince William counties, and the cities of Falls Church, Fairfax, Manassas and Manassas Park. NVWIB oversees the operation of five regional SkillSource Centers throughout northern Virginia. A number of state and local agencies are co-located at several of these sites. They provide free referral and access to a variety of employment and support services for job seekers and employers.

Services for employers include:

- placement and staffing;
- regional labor market information;
- wage subsidies and federal and state tax credit opportunities;
- job postings;
• Business Service Center (for new entrepreneurs and existing businesses);
• resume bank;
• federal bonding program; and
• entrepreneur workshop

Services for job seekers include:
• basic skills training;
• regional labor market information;
• job search and employment placement;
• vocational and career interest assessments;
• information on education and training resources;
• access to on-the-job training programs; and
• linkages to support services including child care, transportation, health care, and drug and alcohol abuse treatment.

For more information, contact:
Northern Virginia Workforce Investment Board
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-752-1606; TTY: 711; Fax: 703-752-1609
www.myskillsource.org

Virginia Department of Business Assistance (DBA)
The Virginia Department of Business Assistance’s Virginia Jobs Investment Program staff work closely with company personnel and offer consulting, training, electronic media services (free to qualifying employers) and funding to support employer recruiting and training costs.

For more information, contact:
Virginia Department of Business Assistance, Virginia Jobs Investment Program
1220 Bank Street, 3rd Floor South
Richmond, VA 23219
Tel: 804-371-8200; TTY: 711; Fax: 804-371-8111
www.dba.virginia.gov

Note: On January 1, 2014, the Virginia Department of Minority Business Enterprise and the Virginia Department of Business Assistance will be abolished and replaced by the Virginia Department of Small Business and Supplier Diversity.

Fairfax County Public Schools—Internships and Cooperative Education
Fairfax County Public Schools (FCPS) is the largest public school system in Virginia and the 11th largest in the nation with about 180,000 students. FCPS Scholastic Aptitude Test score averages and other measures of achievement are consistently higher than those for Virginia and the U.S.
The county school system can match employers with students interested in cooperative education, internships and apprenticeship programs through the Marketing and Business and Information Technology programs and career center and career experience, located within individual high schools and academies.

For more information, contact:
Fairfax County Public Schools, Business and Community Partnerships
8115 Gatehouse Road
Falls Church, VA 22042
Tel: 571-423-1225; TTY: 703-246-7780; Fax: 571-423-1207
www.fcps.edu

Thomas Jefferson High School for Science and Technology
Established in 1985 as a partnership between the business community and Fairfax County Public Schools, Thomas Jefferson High School for Science and Technology (TJHSST) offers a world-class education in science, mathematics and technology. As the Governor’s School for Science and Technology in northern Virginia, Thomas Jefferson serves more than 1,800 qualified applicants from participating northern Virginia school districts.

Students have the option of becoming involved in the TJHSST mentorship program, which enables students to earn technology credits by completing research and design projects with mentoring firms. Students work outside the school 10-15 hours per week. It offers mentoring businesses a useful source of talent while providing the students with opportunities to do concentrated research or project development in a specialized field.

For more information, contact:
Thomas Jefferson High School for Science and Technology
6560 Braddock Road
Alexandria, VA 22312
Tel: 703-750-8300; TTY: 703-280-9833; Fax: 703-750-5010
Admissions Office: 571-423-3770
www.tjhsst.edu

George Mason University Career Services
The Career Services office at George Mason University works with employers interested in hiring students or graduates for full-time, part-time, cooperative education or internship positions. Employers may advertise their positions by using a Web-enabled system, HireMason. The system provides online capability to post positions, search resume books, manage on-campus interviews and communicate electronically with students. Position descriptions may also be e-mailed, faxed, or mailed to the Career Services office.

Cooperative education is a flexible and cost-effective recruiting program that enables an employer to evaluate a student employee’s performance prior to making a permanent hiring commitment. It provides paid, professional, entry-level work experiences that complement a student’s academic curriculum.
Employers interested in becoming active on campus to engage students and building a recognizable brand can visit http://careers.gmu.edu/employers/branding for more information.

For more information, contact:
George Mason University Career Services
4400 University Drive, Mail Stop 3B6
Fairfax, VA 22030-4444
Tel: 703-993-2370; TTY: 711; Fax: 703-993-2361
E-mail: careers@gmu.edu
http://careers.gmu.edu

Northern Virginia Community College Cooperative Education and Internship Program

The Cooperative Education and Internship Program at the Northern Virginia Community College (NOVA) matches employers with students for on-the-job opportunities to apply classroom work. Employers gain access to talented and motivated employees while students acquire real-world experience through this academic program.

Employers can post job and internship openings for NOVA students, free through the college’s NOVA Works online system.

For additional information, contact:
College Internship Coordinator
Northern Virginia Community College
8333 Little River Turnpike
Annandale, VA 22003-3796
Tel: 703-878-4642; TTY: 711; Fax: 703-878-5676
www.nvcc.edu/academics/co-op/index.html

Virginia Department for Aging and Rehabilitative Services

The Virginia Department for Aging and Rehabilitative Services provides recruitment assistance, information on workplace accommodations for disabled employees, corporate disability awareness training, and information on tax incentives for businesses that hire and/or accommodate persons with disabilities in the workplace.

In addition, we can assist employers with meeting OFCCP (Office of Federal Compliance and Contracts Programs) requirements with recruitment, staffing and retention of employees or veterans with disabilities

For more information, contact:
Virginia Department for Aging and Rehabilitative Services
11150 Fairfax Boulevard, Suite 300
Fairfax, VA 22030
Tel: 703-359-1124; TTY: 703-359-1126; Fax: 703-277-3528
www.vadars.org
TRAINING AND DEVELOPMENT RESOURCES

Below are various public-sector training resources for business owners.

Registered Apprenticeship

Virginia Department of Labor and Industry, Division of Registered Apprenticeship

The Division of Registered Apprenticeship of the Virginia Department of Labor and Industry provides technical assistance to businesses in developing and/or expanding training programs through On-the-Job Training and Related Instruction, maintains a statewide system of training for selected skilled occupations and certification for both Apprenticeship Programs and Registered Virginia Apprentices.

For more information, contact:
Virginia Department of Labor and Industry, Northern Virginia Regional Office
Division of Registered Apprenticeship
10515 Battleview Parkway
Manassas, VA 20109-2343
Tel: 703-392-0900; Fax: 703-392-0308
www.doli.virginia.gov

Fairfax County Public Schools, Adult Education

Small business owners or those interested in starting a business can take courses offered through the Fairfax County Public Schools Adult and Community Education Program. Courses related to business operations are offered throughout the year and are tightly focused to quickly bring business owners up-to-speed on financing, marketing and managing a business. Courses and fees vary according to subject matter.

The program also offers customized workplace training options for employers. Classes are offered at employer work sites on topics such as English as a second language in the workplace, cultural diversity training, technology classes, business English, management skills, customer service and adult basic education. Apprenticeship-related instruction and distance education options also are available.

For a complete description of current classes or more information, contact:
Fairfax County Public Schools
Adult and Community Education
6815 Edsall Road
Springfield, VA 22151
Tel: 703-658-1202; TTY: 703-280-9833; Fax: 703-658-2748
E-mail: aceonline@fcps.edu
www.fcps.edu/aceclasses
Technical and Proprietary Career Schools

Technical and proprietary career schools in northern Virginia provide post-secondary certificate or diploma-level training to individuals to prepare them for entry-level employment in non-licensed occupations. For a listing of proprietary career schools in Virginia visit www.schev.edu/students/PrivateVocationalList.asp?from=reportstats.

Higher Education Resources

➤ More than 60 accredited two- and four-year institutions of higher learning are located in metropolitan Washington, D.C. area.

National Center for Education Statistics

Summary information on two-and four-year colleges and universities as well as other postsecondary institutions in the region is available from the U.S. Department of Education’s National Center for Education Statistics through its Integrated Postsecondary Education Data System (IPEDS). The IPEDS College Navigator is online at http://nces.ed.gov.collegenavigator.

Fairfax County Economic Development Authority

The Fairfax County Economic Development Authority (FCEDA) publishes a fact sheet on selected colleges and universities in the area. It includes information on enrollment, degrees offered by each school and Web address information. It can be accessed via the FCEDA’s Web site at www.fairfaxcountyeda.org.

➤ Twenty institutions of higher education have locations in Fairfax County. Larger higher education institutions in the county are briefly profiled on the following pages.

George Mason University

From its beginnings as a commuter college in 1957, Mason has grown into a nationally recognized institution that provides a diverse and interactive curriculum to educate students for life in a rapidly changing, highly technical world.

The university offers more than 200 programs of study. Graduate degree programs include a master’s of business administration (MBA), an executive MBA and master’s degrees in information technology, telecommunications and public policy. Certificate programs and custom-designed programs also are available.

Mason’s services to the business community include the Mason Enterprise Center (see pages 113-114), the Career Development Center (see page 68) and the university library (see page 120).

For more information, contact:
George Mason University
4400 University Drive
Fairfax, VA 22030-4444
Tel: 703-993-1000; TDD: 703-993-1002
www.gmu.edu
Northern Virginia Community College (NOVA)

Northern Virginia Community College (NOVA) is the largest institution of higher education in Virginia and the second largest community college in the country. The college offers credit and non-credit courses, workforce training and development programs through six campuses and four education centers throughout northern Virginia.

**Center for Business Excellence**

The Center for Business Excellence provides conveniently scheduled continuing education and workforce development courses for individuals, and tailored contract training, education and business development solutions for business, industry and government. Classes are arranged for maximum flexibility for participants. The center offers a wide variety of technical and business-related training in areas such as management/supervisory development, project management, sales training, customer service, computer skills and language skills.

All training conveys continuing education units and formal NOVA course completion certificates. Small businesses can take advantage of the center’s modest fees by taking training together so participants can share costs. For more information, visit [www.ced-nvcc.com/business/index.htm](http://www.ced-nvcc.com/business/index.htm).

**Technology Retraining Internship Program**

The Technology Retraining internship Program (TRiP) is a part-time intensive training program designed to equip experienced non-information technology professionals with basic technical skills and some advanced computer competencies. The goal of TRiP is to produce employees for entry-level information technology employment through a combination of classroom instruction and optional on-the-job training. For details on TRiP, visit [www.nvcc.edu/wdce/annandale/specialized/tripweb](http://www.nvcc.edu/wdce/annandale/specialized/tripweb).

For more information, contact:

Northern Virginia Community College  
7630 Little River Turnpike  
Annandale, VA 22003  
Tel: 703-323-3000; TTY: 711  
[www.nvcc.edu](http://www.nvcc.edu)

University of Virginia Northern Virginia Center

University of Virginia (U.Va.) offers graduate and undergraduate programs for working adults in a variety of fields at the Northern Virginia Center. Students can pursue master’s degrees in a wide array of disciplines. In addition, the center provides a number of custom-designed in-house workshops and seminars for businesses and associations.

For more information, contact:

University of Virginia Northern Virginia Center  
7054 Haycock Road  
Falls Church, VA 22043-2311  
Tel: 703-538-8324; Fax: 703-536-1100  
[www.scps.virginia.edu/northern](http://www.scps.virginia.edu/northern)
Virginia Polytechnic Institute and State University (Virginia Tech),
Northern Virginia Center

In the national capital region, Virginia Tech has two teaching locations, Old Town Alexandria and at the Northern Virginia Center (NVC) in Falls Church. Both locations are easily accessible by Metro. Some online courses are also available. Residents may also take classes as Commonwealth Campus students without being formally admitted to a degree programs.

For more information, contact:
Virginia Tech, Northern Virginia Center
7054 Haycock Road
Falls Church, VA 22043-2311
Tel: 703-538-8324; Fax: 703-538-8305
www.nvc.vt.edu

See also:
• Northern Virginia Workforce Board, SkillSource Centers, pages 67-68
• Virginia Small Business Development Centers, page 113
• Community Business Partnership, pages 110-111

SALARY AND COMPENSATION DATA

Employee compensation typically consists of wages or salary plus fringe benefits. Employee compensation is determined by a variety of factors, including supply and demand for a particular position, federal minimum wage requirements (see “Payroll and Wages,” page 65), cost of living and the ability of a business to pay a certain salary or wage.

Survey information on prevailing salaries and wages paid by employers in this region are available through a variety of public and private sector sources listed below:

Public Sector Sources
• Northern Virginia Workforce Investment Board—SkillSource Centers, see pages 67-68.
• Virginia Employment Commission, see page 67.
Private Sector Sources

- **GovWin** (www.govwin.com) collects and publishes information on wage rates for employees who are working on federal government contracts.

- **Salary.com** (www.salary.com) provides information on salary, bonus and benefits information by position at the national, state, metropolitan area or ZIP code level.

- **Human Resource Association of the National Capital Region Compensation and Benefits Survey** is an annual survey of employers in the greater Washington, D.C., area. The survey includes information on salaries, wages and benefits paid by local employers. Businesses that participate in the survey receive survey results at a lower cost than non-participants. For more information, visit www.hra-nca.org/compensation_survey.

Additional Resources


Other Sections of This Book

➤ See the “Business Services and Resources” chapter of this book for information on child care assistance, social services and transportation assistance programs for employees.
Taxes

- Business, Professional and Occupational License tax
- Business income taxes
- Employer taxes
- Property taxes
- Real property tax
- Sales and use taxes
- Utility taxes
**Taxes**

Businesses operating in Fairfax County are subject to various local, state and federal taxes. Not all businesses are subject to all taxes, depending upon such factors as corporate structure, type of business and whether or not the business has paid employees.

➤  **Note:** The Virginia Society of Certified Public Accountants provides referrals to licensed CPAs. Visit VSCPA’s CPA online referral at www.vscpa.org/Public/Referral/FindCPAList.aspx.

### OBTAINING AN IDENTIFICATION NUMBER

**Employer Identification Number**

See the “Staffing” chapter, page 56.

### BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE (BPOL) TAX

**FAIRFAX COUNTY**

All businesses, including home-based enterprises and self-employed individuals, that are located or operating in Fairfax County and that have annual gross receipts greater than $10,000 must have a BPOL and pay an annual BPOL tax based on gross receipts. New businesses must file a BPOL application within 75 days of the date the business began in Fairfax County. BPOL renewal applications and taxes must be filed and paid annually by March 1.

➤  **Businesses located within the town limits of Clifton, Herndon or Vienna or in the incorporated cities of Fairfax or Falls Church are not subject to Fairfax County’s BPOL tax, but other business license and tax requirements for those jurisdictions may apply.**

**BPOL Tax Rates**

The BPOL tax is based on gross receipts for the prior calendar year, without deductions. For businesses operating less than two years, the BPOL tax is based on estimated gross receipts. Businesses with gross receipts of $100,000 or less must pay a minimum BPOL tax as follows:

<table>
<thead>
<tr>
<th>Gross Receipts</th>
<th>License/Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 – $10,000</td>
<td>No license or fee</td>
</tr>
<tr>
<td>$10,001 – $50,000</td>
<td>$30 flat fee</td>
</tr>
<tr>
<td>$50,001 – $100,000</td>
<td>$50 flat fee</td>
</tr>
</tbody>
</table>

Fairfax County Economic Development Authority
Businesses with gross receipts over $100,000 are assessed a BPOL tax depending on the type of business:

<table>
<thead>
<tr>
<th>Business</th>
<th>Tax per $100 gross receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft Leasing</td>
<td>$0.04</td>
</tr>
<tr>
<td>Amusement Occupations</td>
<td>$0.26</td>
</tr>
<tr>
<td>Builders and Developers</td>
<td>$0.05</td>
</tr>
<tr>
<td>Business, Personal and Repair Services</td>
<td>$0.19</td>
</tr>
<tr>
<td>Consultants</td>
<td>$0.31</td>
</tr>
<tr>
<td>Construction Contractors</td>
<td>$0.11</td>
</tr>
<tr>
<td>Hotels and Motels</td>
<td>$0.26</td>
</tr>
<tr>
<td>Money Lenders</td>
<td>$0.19</td>
</tr>
<tr>
<td>Professional and Specialized Services</td>
<td>$0.31</td>
</tr>
<tr>
<td>Real Estate Brokers</td>
<td>$0.31</td>
</tr>
<tr>
<td>Renting by Owners</td>
<td>$0.26</td>
</tr>
<tr>
<td>Research &amp; Development (R&amp;D):</td>
<td></td>
</tr>
<tr>
<td>Federal R&amp;D prime contractors</td>
<td>$0.03</td>
</tr>
<tr>
<td>Other R&amp;D businesses</td>
<td>$0.31</td>
</tr>
<tr>
<td>Retail Merchants</td>
<td>$0.17</td>
</tr>
<tr>
<td>Telephone Companies</td>
<td>$0.24</td>
</tr>
<tr>
<td>Wholesale Merchants (based on gross purchases of items purchased for resale)</td>
<td>$0.04</td>
</tr>
</tbody>
</table>

BPOL Exclusions and Adjustments

Generally, the amount of gross receipts subject to BPOL taxation cannot be reduced. However, Fairfax County does allow certain specific exclusions and adjustments:

- **Software development companies.** Receipts attributed to software sales, leases or licensing may be excluded from gross receipts by companies that design, develop or create computer software in Fairfax County.

- **Government computer hardware/software sellers.** The original purchase cost (not resale price) of computer hardware or software sold under contract to a state or federal government entity in the U.S. within two years of purchase may be deducted from gross receipts.

- **Nonprofits.** Except for unrelated business income, the income of charitable nonprofit organizations may be excluded from gross receipts.

- **Venture capital and investment funds.** Receipts of venture capital and other investment funds (except commissions and fees) are excluded from gross receipts.

For more information, contact:

Fairfax County Government Department of Tax Administration
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035-0029
Tel: 703-222-8234; TTY: 703-222-7594; Fax: 703-324-3929
www.fairfaxcounty.gov/dta
BUSINESS INCOME TAXES

VIRGINIA

All new businesses, regardless of type, must file a business tax registration application (Form R-1) with the Virginia Department of Taxation. Other state tax reporting requirements vary by type:

Corporations

All corporations registered with the State Corporation Commission must file a corporate income tax return with the Virginia Department of Taxation, with certain exceptions:

- S-corporations (and other “pass-through” entities) are exempt (see below).
- Nonprofit corporations that are exempt from federal income tax must file and pay taxes only on non-related business taxable income.
- Banks, trust companies, credit unions, insurance companies and public service corporations (other than railroads, telecommunications companies, electric suppliers, pipeline distribution companies, gas utilities and gas suppliers) pay other taxes in lieu of the corporate income tax.

The Virginia corporate income tax rate is 6 percent of taxable corporate income. For most corporations, taxable income is determined by a three-part formula based on sales, payroll and property factors. Sales factors are double-weighted in this formula, benefiting companies with significant Virginia payroll and property.

If a corporation engages in multi-state business activities and its income is taxable by both Virginia and other states, it pays tax only on the portion of its income derived from Virginia sources.

Virginia allows a number of credits against the corporate income tax, including the Clean-Fuel, Day Care Facility Investment, Major Business Facility Job, Neighborhood Assistance Act, Recycling Equipment and Worker Retraining tax credits.

“Pass-through” Entities

A “pass-through” entity is any entity other than an individual estate or trust that is recognized as a separate entity for federal income tax purposes, and the owners of which report their distributive or pro rata shares of the entity’s income, gains, losses, or deductions and credits on their own returns. These include S-corporations, partnerships and limited liability companies (LLCs).

Pass-through entities are exempt from Virginia corporate income tax, but they must file an annual Return of Income form.

Each S-corporation shareholder, partner, member of an LLC is taxed at the appropriate individual rate, based on the profit and loss statement reported on the federal income tax return. Other tax requirements may apply.
Sole Proprietorships

Sole proprietorships are exempt from Virginia’s corporate income tax, although other tax and reporting requirements may apply. (For example, sole proprietors generally are required to file quarterly estimated personal income tax returns.) Each sole proprietor is taxed at the appropriate individual rate, based on the profit and loss statement reported on the federal income tax return.

For more information, contact:
Virginia Department of Taxation
1957 Westmoreland Street
Richmond, VA 23230
Tel: 804-367-8037; TTY: 711; Fax: 804-254-6113
www.tax.virginia.gov

See “Choosing a Form of Business Ownership” in the “Getting Started” chapter, pages 7-9, for more information.

▶ EMPLOYER TAXES

Note: In Publication 15-A, Employer’s Supplemental Tax Guide, the Internal Revenue Service (IRS) provides detailed guidelines regarding the nature of the employer-employee relationship, types of employees, and how to distinguish between an employee and an independent contractor. It is an important distinction, because the IRS assesses taxes and penalties if a worker is improperly designated a contractor instead of an employee.

A business is not required to withhold or pay employer taxes for monies paid to an independent contractor, although payments to any one contractor in excess of $600 during the year must be reported to the IRS using Form 1099.

For employees, however, an employer generally must withhold income taxes and Social Security and Medicare taxes on wages paid. For details, consult IRS Publication 15-A, available online at www.irs.gov/publications/p15a/ar02.html.

FEDERAL

All businesses except partnerships must file an annual federal income tax return. Partnerships file an informational return. The forms used depend on how the business is organized:

• Sole proprietorships file federal income taxes on a Schedule C as part of the proprietor’s personal income tax return. A sole proprietor with net earnings of $400 or more must pay a self-employment tax to cover Social Security and Medicare insurance. The rate is 15.3 percent of taxable earnings. In addition, a sole proprietor is generally required to file quarterly estimated personal income tax returns.
• **Partnerships** file an annual Partnership Return of Income form. Any profit or loss earned by a partnership is distributed or “passed through” to the partners, in proportion to their percentage of ownership. The partners file federal income taxes on a Schedule E as part of their personal income tax returns. Like sole proprietors, partners may be subject to self-employment tax on their personal returns and may be required to make quarterly estimated tax payments.

• **Regular corporations (or C-corporations)** file and pay federal income taxes separately from the owners’ taxes. All domestic corporations must file an income tax return whether or not they had taxable income. Most corporations figure their tax by using a tax rate schedule, but in certain cases, a flat rate applies. Regular corporations can retain earnings, and net operating losses can be carried forward or backward.

• **S-corporations** file and pay federal income tax, but are similar to partnerships in that they pass profits or losses through the corporation to the shareholders. An S-corporation cannot retain earnings, nor can net operating losses be carried forward or backward. The shareholders file federal income taxes on a Schedule E as part of their personal income tax returns.

• **Limited liability companies (LLCs)** are comprised of one or more members. Members may be individuals, corporations, other LLCs or foreign entities. The federal government does not recognize an LLC as a classification for federal tax purposes, so such entities must “elect” a classification. However, certain LLC entities are automatically classified as corporations. The business structure and entity classification of the LLC will determine whether the LLC must file as a sole proprietorship, a partnership or a corporation.

For more information on federal business tax requirements, see IRS Publication 584, Starting a Business and Keeping Records.

For more information, contact:
U.S. Internal Revenue Service
Local Taxpayer Assistance Center
5205 Leesburg Pike, Suite 200
Falls Church, VA 22041
Forms and publications: 800-829-3676
Assistance: 800-829-4933; TTY: 800-829-4059
www.irs.gov/Businesses

**Employer Withholding**

**VIRGINIA**

If federal law requires an employer to withhold tax from any payment, Virginia also requires withholding. If required to file withholding returns, an employer must register for withholding tax, file income tax withholding returns and pay the income tax to the state Department of Taxation. Virginia deems amounts withheld as payment in trust for the employee’s tax liability. The amount of income tax to be withheld and paid for each employee will vary, depending on the rate of pay, marital status and number of exemptions claimed by the employee on Virginia Form VA-4.
Employers must file withholding tax returns whether or not there is withholding tax owed. Employers are responsible for timely filing and payment of their incurred withholding liability, as follows:

<table>
<thead>
<tr>
<th>Withholding Liability Monthly</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $100</td>
<td>Quarterly</td>
</tr>
<tr>
<td>$100 – $999.99</td>
<td>Monthly</td>
</tr>
<tr>
<td>$1,000 or more</td>
<td>Semi-weekly</td>
</tr>
</tbody>
</table>

The Virginia individual income tax rate is 2 percent on the first $3,000 of taxable income, 3 percent on the next $2,000, 5 percent on the next $12,000 and 5.75 percent on income above $17,000.

**For more information, contact:**

Virginia Department of Taxation  
1957 Westmoreland Street  
Richmond, VA 23230  
Tel: 804-367-8037, TTY: 711; Fax: 804-254-6113  
www.tax.virginia.gov

**FEDERAL**

Employers with one or more paid employees must withhold federal income tax from the earnings of each employee, as well as Federal Insurance Contribution Act (FICA) taxes (Social Security and Medicare). In addition, the business must pay a matching amount of FICA taxes. Certain types of wages and compensation are not subject to Social Security taxes. The amount of income and FICA taxes to be withheld and paid for each employee will vary, depending on the rate of pay, marital status and number of exemptions claimed by the employee on Federal Form W-4.

Federal withholding tax returns are filed four times per year. Payments may be made with the quarterly returns if the quarterly tax liability is less than $2,500. Otherwise, withheld federal income and FICA taxes must be deposited, by electronic funds transfer or into a financial institution that is an authorized depository for federal taxes, on either a monthly or semi-weekly schedule. Businesses reporting $50,000 or less in payroll taxes during the previous “lookback period” for a given calendar year file monthly; those reporting more than $50,000 file semi-weekly.

Consult IRS Publication 15 Circular E, Employer’s Tax Guide, for detailed guidelines regarding withholding and other tax requirements, the definition of taxable wages and the treatment of special types of employment. Information on withholding taxes also can be found on the IRS business tax Web site at www.irs.gov/Businesses.

**For more information, contact:**

U.S. Internal Revenue Service  
Local Taxpayer Assistance Center  
5205 Leesburg Pike, Suite 200  
Falls Church, VA 22041  
Forms and publications: 800-829-3676  
Assistance: 800-829-4933  
www.irs.gov/Businesses
Unemployment Insurance

Unemployment Insurance is a federal-state program jointly financed through federal and state employer payroll taxes. The Federal Unemployment Tax Act (FUTA) authorizes the IRS to collect a federal employer tax used to fund state workforce agencies. In Virginia, FUTA taxes fund the Virginia Employment Commission.

VIRGINIA

Generally, employers must register with the Virginia Employment Commission (VEC) and pay unemployment insurance tax if they employ one or more persons for 20 or more weeks during a calendar year, or if they pay wages of $1,500 or more during a calendar quarter. Only the first $8,000 of wages earned by each employee during a calendar year is taxed. The employer pays the entire cost.

Each employer’s tax rate is computed annually based on the employer’s experience rating (which factors in unemployment benefits paid out compared with the employer’s taxable payroll over the last four fiscal years) and the condition of the State Unemployment Compensation Trust Fund. The new computed rate takes effect each January 1.

For most Virginia businesses, unemployment insurance tax rates range from 0.83 percent to 6.93 percent of the first $8,000 that each employee earns each year. (The tax rate may be zero if an employer has had no benefit charges filed against its VEC account.) New employers pay 2.5 percent for a full fiscal year. Additional charges for fund building and pool cost factors also may be assessed.

For more information, contact:
Virginia Employment Commission
703 East Main Street
Richmond, VA 23219
Tel: 804-786-1485; TTY: 711
Alexandria field office: 703-813-1300; Fax: 703-813-1380
www.vec.virginia.gov

FEDERAL

Businesses that employ one or more persons for 20 or more weeks during a calendar year or that pay wages of $1,500 or more during a calendar quarter must file a Federal Unemployment Tax (FUTA) return.

The FUTA tax rate is 6.0 percent of taxable wages. The taxable wage base is the first $7,000 paid in wages to each employee during a calendar year. Employers who pay the state unemployment tax typically receive an offset credit of up to 5.4 percent, regardless of the rate of tax they pay to the state.

If an employer’s quarterly FUTA tax liability is $500 or less, the balance may be carried forward to the next quarter. If it is over $500, the tax must be deposited by electronic funds transfer or into an authorized financial institution. If an employer’s tax liability for the entire year is $500 or less, payment may be made directly to the IRS along with an annual FUTA tax return.
Consult IRS Publication 15 Circular E, Employer’s Tax Guide, for detailed guidelines regarding FUTA withholding and other tax requirements, the definition of taxable wages and the treatment of special types of employment. Information on withholding taxes also can be found on the IRS business tax Web site at www.irs.gov/Businesses.

For more information, contact:
U.S. Internal Revenue Service
Local Taxpayer Assistance Center
5205 Leesburg Pike, Suite 200
Falls Church, VA 22041
Forms and publications: 800-829-3676
Assistance: 800-829-4933
www.irs.gov/Businesses

■ PROPERTY TAXES

FAIRFAX COUNTY

Business Personal Property

All businesses in Fairfax County must pay personal property taxes on tangible business personal property and company-owned vehicles. Nonprofit corporations are not necessarily exempt from personal property taxes. Businesses located in the towns of Clifton, Herndon and Vienna are required to file tangible business personal property and motor vehicle registrations with the county.

All personal property (except motor vehicles that already have been reported) must be reported to the Fairfax County Department of Tax Administration by May 1. This includes property that has been fully depreciated or expensed for state and federal tax accounting purposes. The personal property tax bill is due October 5 each year.

The personal property tax rate is $4.57 per $100 of assessed value. Assessed value calculations for different types of property are as follows:

Business Personal Property

Tangible business personal property includes furniture, fixtures, computer equipment, tools and machinery. Inventories are not taxed. The tax is not prorated. The original cost of property includes the price paid plus associated tax, freight and installation.

• **Business personal property (other than computer equipment)**
  is assessed at 80 percent of the original purchase cost for the first year and declines by 10 percent each year thereafter until it reaches a minimum value of 20 percent the seventh year and thereafter.

• **Computer equipment** depreciates at a faster rate. It is assessed at 50 percent of the original purchase cost the first year, 35 percent the second year, 20 percent the third year, 10 percent the fourth year and 2 percent the fifth year and each year thereafter.
Motor Vehicles

- **Automobiles, trucks and vans** are assessed at the clean trade-in value as listed in the National Automobile Dealers Association Used Car Guide, published in January of the current tax year. The tax is prorated for the portion of the year a vehicle is located in Fairfax County.

- **Trailers, airplanes, recreational vehicles, motorcycles, boats and boat motors** are assessed at a depreciating percentage of original cost (from 60 percent to 20 percent) based on the year of purchase. The tax is not prorated on these vehicles with the exception of motorcycles.

- **Certified van pool and handicapped-equipped vehicles, flight simulators, boats, airplanes and some other types of vehicles** are taxed at $0.01 per $100 assessed value.

The personal property tax is reduced for certain private use vehicles in Virginia under the Personal Property Tax Relief Act of 1998. The reduction does not apply to motor vehicles used for business purposes.

All motor vehicle owners are required to certify the use of the vehicle to be either personal or business. The certification is part of each application for initial and renewal vehicle registration at the Virginia Department of Motor Vehicles. A vehicle is considered to be for business use and does not qualify for car tax relief if any of the following apply:

- more than 50 percent of the mileage for the year is used as a business expense for federal income tax purposes or is reimbursed by an employer;
- more than 50 percent of the depreciation associated with the vehicle is deducted as a business expense for federal income tax purposes;
- the cost of the vehicle is expensed pursuant to Section 179 of Internal Revenue Service Code, or
- the vehicle is leased by an individual and the leasing company pays the tax without reimbursement from the individual.

Motorhomes do not qualify for tax relief because they are designed primarily for use as living quarters for human beings, as opposed to being designed for transportation purposes, according to Virginia Code § 46.2-100.

Farm-use vehicles do not qualify for car tax relief because, as determined by the Commissioners of the Revenue Association, “farm use” is a business use.

Vehicles held in a living trust, in general, will not qualify for tax relief because these vehicles are owned by a trust, not by a natural person. However, whether or not specific vehicles in a living trust qualify for tax relief is determined by each Commissioner of the Revenue depending on the facts and circumstances, such as the provisions of the relevant trust, surrounding specific vehicles and trust agreements.
For more information, contact:
Fairfax County Department of Tax Administration
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035
Tel: 703-222-8234; TTY: 703-222-7594; Fax: 703-324-3929
www.fairfaxcounty.gov/dta
See also “Motor Vehicle Requirements” in the “Getting Started” chapter, pages 16-17.

REAL PROPERTY TAX

Real property in Fairfax County is assessed at 100 percent of its estimated fair market value as of January 1 of each year. The tax rate for fiscal 2014 is $1.210 per $100 assessed value. (Note: Real property tax rates can vary from year to year; check with the Fairfax County Department of Tax Administration at www.fairfaxcounty.gov/dta to confirm the rate.)

Some areas are subject to additional real property taxes, including:

- To fund town services, the towns of Vienna and Herndon levy an additional real property tax of $0.23 and $0.27 per $100 of assessed value, respectively, for tax year 2012. These rates also vary annually and should be verified with the respective town.

- Nonresidential property owners countywide are subject to a transportation tax of an additional $0.11 per $100 of assessed value for transportation projects within Fairfax County in 2012.

- Commercial and industrial property owners in the county’s Route 28 Transportation Tax District pay an additional $0.18 per $100 of assessed value for planned highway improvements.

- Commercial property owners in the Dulles Rail Phase I Transportation Improvement District pay an extra $0.21 per $100 of assessed value toward construction of the new Silver line Metrorail extension between the West Falls Church Metro station and Wiehle Avenue in Reston. Commercial property owners in the Dulles Rail Phase II Transportation Improvement District from Wiehle Avenue in Reston to Washington Dulles International Airport pay an extra $0.20 per $100 of assessed value for the new Metro line.

Other special tax district rates and service charges also may apply.

The Revitalization Tax Abatement Program provides an incentive to improve and maintain the quality of commercial and industrial buildings in county-designated revitalization districts and certain multifamily housing throughout the county. To qualify, commercial and industrial structures must be at least 25 years old. Multifamily structures must be at least 20 years old. The market value of the property must increase by a minimum of 25 percent because of the improvements. Other criteria apply, as well.
Qualifying property owners receive a partial abatement of the taxes associated with the increase in structural value due to renovation, rehabilitation or replacement. Hotels and motels are not eligible for this program unless part of a mixed-use project.

For more information, contact:
Fairfax County Department of Tax Administration
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035
Tel: 703-222-8234; TTY: 703-222-7594; Fax: 703-324-3929
www.fairfaxcounty.gov/dta

SALES AND USE TAX

FAIRFAX COUNTY AND VIRGINIA

The sales and use tax is levied on retail sales or leases of equipment, furniture and supplies. The state tax rate is 5 percent and the local tax is an additional 1 percent. The combined 6 percent tax is collected at the point of sale.

Certain purchases are exempt from the sales and use tax, including custom computer software, items used in basic research and development, nonprescription drugs and proprietary medicines, certain advertising materials, certified pollution control devices, items purchased for resale by distributors and items used directly in industrial production.

The state sales tax on food purchases for human consumption at home is 1.5 percent and the local rate is 1 percent, for a combined 2.5 percent tax on such items.

For more information, contact:
Virginia Department of Taxation
1957 Westmoreland Street
Richmond, VA 23230
Tel: 804-367-8037; TTY: 711; Fax: 804-254-6113
www.tax.virginia.gov

Fairfax County Department of Tax Administration
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035
Tel: 703-222-8234; TTY: 703-222-7594; Fax: 703-324-3929
www.fairfaxcounty.gov/dta

UTILITY TAXES

FAIRFAX COUNTY

Consumer Utilities Taxes

Fairfax County levies a tax on electric and natural gas service as follows:
• **Commercial electric:** Based on consumption ($0.00594 per kWh), the minimum tax is $1.15 per bill, up to a maximum tax of $1,000 per bill.
• **Industrial electric:** Based on consumption ($0.00707 per kWh), the minimum tax is $1.15 per bill, up to a maximum of $1,000 per bill.
• **Residential electric:** Based on consumption ($0.00605 per kWh), the minimum tax is $0.56 per bill, up to a maximum tax of $4 per bill.
• **Master-metered apartments electric:** Based on consumption ($0.00323 per kWh), the minimum tax is $0.56 per dwelling unit, up to a maximum tax of $4 per dwelling unit.
• **Nonresidential natural gas:** Based on consumption ($0.04794 per CCF), the minimum tax is $0.845 per bill, up to a maximum tax of $300 per bill.
• **Nonresidential interruptible natural gas:** Based on consumption ($0.00563 per CCF), the minimum tax is $4.50 per meter, up to a maximum of $300 per meter.
• **Residential natural gas:** Based on consumption ($0.05259 per CCF), the minimum tax is $0.56 per bill, up to a maximum tax of $4 per bill.
• **Master-metered apartments natural gas:** Based on consumption ($0.01192 per CCF), the minimum tax is $0.56 per dwelling unit, up to a maximum tax of $4 per dwelling unit.

**For more information, contact:**
Fairfax County Department of Tax Administration
12000 Government Center Parkway, Suite 223
Fairfax, VA 22035
Tel: 703-222-8234; TTY: 703-222-7594; Fax: 703-324-3929
www.fairfaxcounty.gov/dta

**VIRGINIA**

**Utility Consumption Tax**

A state consumption tax is levied on kWh (kilowatt hour) usage of electricity and CCF (100 cubic feet) usage for natural gas. The tax appears as a separate entry on monthly electric and gas bills. The tax rates are as follows:

• **Electric:** $0.00155 per kWh on the first 2,500 kWh consumed; $0.00099 per kWh on the next 47,500 kWh; and $0.00075 per kWh for electricity consumption above 50,000 kWh per month.
• **Gas:** $0.0195 per CCF of natural gas consumed, up to 500 CCF per month.

**For more information, contact:**
Virginia State Corporation Commission
1300 East Main Street
Richmond, VA 23219
Tel: 804-371-9480; TTY: 804-371-9206; Toll-free (VA only): 800-552-7945
Fax: 804-371-9797
www.scc.virginia.gov
Government Procurement

- Federal
- Virginia
- Fairfax County
- Cooperative purchasing
- Other contracting programs
- Additional resources
Government Procurement

Fairfax County boasts a vibrant business-to-government economy. Close proximity to Washington, D.C., and the state capital in Richmond gives Fairfax County firms an edge in winning contract awards. Nearly every major federal prime contractor and a diverse array of small to mid-size entrepreneurial firms are located here. This chapter provides information on:

• where to register to obtain local, state and federal government contract solicitations (requests for proposals, or RFPs);
• where to find market intelligence for government contracting awards;
• key local, state and federal agencies and departments in government procurement; and
• special programs designed to help business owners bid successfully on contracts and grants.

FEDERAL GOVERNMENT CONTRACTING

Each year the U.S. government buys more than $500 billion in goods and services from the private sector. Purchases are made in nearly every category of commodity and services imaginable. In fiscal year 2012, $26.3 billion in federal contract awards were performed in Fairfax County.

Business Registration

System for Award Management

The System for Award Management (SAM) is the primary vendor database for the federal government. Both current and potential government vendors must register and create an online business profile in SAM to be awarded federal government contracts.

Federal agencies use SAM to help assemble source lists for upcoming solicitations and procurements. Prime contractors routinely search SAM to identify potential small business contractors, subcontractors and special-status firms (e.g., 8(a), SBD, HUBZone, woman-owned, etc.) to team with for upcoming procurement opportunities.

For more information, contact:

Federal Service Desk
Tel: 866-606-8200; TTY: 800-877-8339
www.sam.gov or www.fsd.gov
Federal Agency Small Business Development Programs and Resources

Several federal agencies have special centers, offices and programs designed to assist businesses interested bidding on federal contracts. Major offices, programs and centers are highlighted in the section below.

U.S. General Services Administration (GSA) – Small Business Utilization Center

GSA is the primary purchaser or lessor of federal general-use goods and services such as leased space, construction and building management, office equipment, janitorial and transportation services, and computers and telecommunications systems. GSA’s Small Business Utilization Center provides information to vendors seeking government contracts and makes special efforts to identify small businesses that are potential prime contractors or subcontractors.

For more information, contact:

U.S. General Services Administration
Small Business Utilization Center
7th & D Streets, SW, Room 1050
Washington, D.C. 20407
Tel: 202-708-5804; TTY: 800-877-8339; Fax: 202-708-9100
www.gsa.gov

U.S. Small Business Administration (SBA)

The federal government is required by law to give preference to certain businesses in awarding contracts. These include:

- small businesses;
- socially and economically disadvantaged small businesses;
- HUBZone-designated firms;
- workshops for blind or severely handicapped persons;
- firms owned by service-disabled veterans; and
- woman-owned businesses.

The SBA was established under the Small Business Act of 1953 to help achieve these goals. SBA procurement-related programs are described below.

Small Business Set-Asides

For some contracts, federal agencies are required to limit competition to qualified small businesses. The law requires the government to buy at fair and reasonable prices.

Subcontracts for Small Businesses/Small Disadvantaged Businesses:

Federal agencies are required to ensure that their prime contractors and subcontractors with contracts of $650,000 or more ($1.5 million for construction contracts) subcontract with small businesses, small disadvantaged businesses, HUBZone-based, and service-disabled veteran-owned and woman-owned businesses. Toward this goal, prime contractors must submit plans for subcontracting with such businesses.
**Section 8(a) Business Development Program:** The 8(a) program provides small disadvantaged businesses with technical and management assistance as well as access to the federal procurement market through sole-source, limited competition contracts and special procurement set-asides. The 8(a) program Web site ([www.sba.gov/content/8a-business-development](http://www.sba.gov/content/8a-business-development)) provides more detailed information on eligibility criteria, the application process, other available resources and programs, and contact information.

**Women-Owned Small Business Federal Contract 8(m) Program:** The Women-Owned Small Business Federal Contract Program allows agency contracting officers to set aside certain federal contracts for eligible women-owned small businesses or economically disadvantaged women-owned small businesses in designated industry categories. For additional information on this program and steps on how to participate, visit [www.sba.gov/content/women-owned-business](http://www.sba.gov/content/women-owned-business).

**HUBZone Empowerment Contracting Program:** The HUBZone Empowerment Contracting Program provides federal contracting opportunities for qualified small businesses located in distressed areas. To participate in the HUBZone program, businesses must be located in a program-designated “historically underutilized business zone,” must be owned and controlled by one or more U.S. citizens and must have at least 35 percent of their employees residing in the HUBZone. The Small Business Reauthorization Act of 1997 established federal government-wide procurement goals and set-asides for HUBZone contracts. Special HUBZone contracts can be awarded to participating businesses. Eligible firms can also qualify for higher SBA-guaranteed surety bonds on construction and service contract bids.

Currently, qualified businesses in eight Fairfax County census tracts (4619-02, 4516-01, 4214, 4215, 4525-02, 4514, 4216, 4217-01) in Seven Corners, Lincolnia and along the Richmond Highway Corridor qualify for the HUBZone program. For details, visit [www.sba.gov/hubzone](http://www.sba.gov/hubzone).

**SUB-Net:** Prime contractors use SUB-Net ([http://web.sba.gov/subnet](http://web.sba.gov/subnet)) to post subcontracting opportunities. Postings may include solicitations or other notices. Small businesses can review this Web site to identify opportunities in their areas of expertise. Federal agencies, state and local governments, nonprofit organizations, colleges and universities, and foreign governments also use SUB-net to locate potential vendors or business partners.

**For more information, contact:**

U.S. Small Business Administration  
Metropolitan D.C. District Office  
740 15th Street NW, 3rd Floor  
Washington, D.C. 20005-3544  
Tel: 202-272-0345; TTY: 800-877-8339; Fax: 202-272-0270  
SBA Answer Desk: 800-827-5722  
www.sba.gov  
Federal Agency Offices of Small Disadvantaged Business Utilization (OSDBU)

OSDBUs within federal departments and agencies are responsible for promoting the use of small, small disadvantaged, and special-status businesses in federal contracts. These offices provide information, technical assistance, and help firms obtain agency contracts and subcontracts with agency prime contractors. For a listing of individual agency OSDBUs, visit [www.osdbu.gov/members.html](http://www.osdbu.gov/members.html).

Mentor-Protégé Programs

Mentor-Protégé federal programs encourage prime contractors (mentors) to develop the technical and business capabilities of 8(a) participants to compete. Service-disabled veteran-owned small businesses and HUBZone small-business concerns are eligible to participate in the programs. Its goal is to help protégés successfully compete for prime contract and subcontract awards.

Mentor-protégé programs are available at the departments of Defense, Energy, Homeland Security, State, Treasury and Veteran Affairs, the Federal Aviation Administration, General Services Administration and Small Business Administration, NASA and the U.S. Agency for International Development. Check with other agencies and departments to see if mentor-protégé programs are available there.

George Mason University works closely with the Department of Defense Mentor-Protégé Program (see page 114) to provide technical and developmental third-party assistance to participating mentors and protégés.

For more information, contact:

George Mason University
Mentor-Protégé Program Office
4031 University Drive, Suite 100
Fairfax, VA 22030
Tel: 703-277-7700; TTY: 711; Fax: 703-383-1204
http://mentorprotege.gmu.edu
Federal Market Information and Technical Assistance

FedBizOpps

The Federal Business Opportunities Web site (www.fbo.gov) contains synopses, solicitations and related documents on government-wide procurement opportunities. It contains information provided by a variety of government purchasing agencies. Vendors can register with FedBizOpps to receive solicitations and Request for Proposal notices from federal agencies.

For more information, contact:

U.S. General Services Administration
Small Business Utilization Center
7th & D Streets SW, Room 1050
Washington, D.C. 20407
FedBizOpps Help Desk: 866-606-8220
International Calls: 334-206-7828; TTY: 800-877-8339
www.fbo.gov

Federal Procurement Data System

The Federal Procurement Data System is the current central repository of information on federal contracting. It disseminates extensive information about federal purchases, including data on the dollars spent by the federal government on goods and services, the types of purchases made by different agencies and the contractors for specific purchases. The FPDS posts annual federal procurement reports and special reports that analyze procurement trends and identify potential business opportunities for contractors.

For more information, contact:

Federal Procurement Data System Help Desk
Tel: 703-390-5360
E-mail: fpdssupport@gce2000.com
https://www.fpds.gov/fpdsng_cms

Procurement Technical Assistance Program, George Mason University

George Mason University’s Procurement Technical Assistance Program (PTAP) is a nonprofit organization that assists businesses in all aspects of federal, state and local government contracting. PTAP provides technical consulting, one-on-one counseling, marketing and educational seminars.

For more information, contact:

Procurement Technical Assistance Program, Mason Enterprise Center
4031 University Drive, Suite 100
Fairfax, VA 22030
Tel: 703-227-7700; TTY: 711; Fax: 703-352-8195
E-mail: ptap@gmu.edu
www.vaptap.org
U.S. Small Business Administration (SBA)—Office of Government Contracting

SBA’s Office of Government Contracting administers programs and services designed to help small businesses meet various requirements to receive government contracts, either as prime contractors or subcontractors. For more information, visit www.sba.gov/about-offices-content/1/2986.

■ VIRGINIA GOVERNMENT CONTRACTING

Virginia Department of General Services, Division of Purchases and Supply

The Commonwealth of Virginia purchases more than $6 billion worth of materials, equipment, supplies, printing, professional and non-professional services each year.

The Virginia Department of General Services (DGS), Division of Purchases and Supply (DPS), oversees all non-technology and non-professional services purchasing. DPS establishes statewide cooperative contracts on behalf of all state agencies and local governments. The division purchases items estimated to cost more than $50,000 for most state agencies. Vendors are encouraged to contact individual agencies to be considered for purchases under $50,000. DGS conducts statewide procurement training and annually holds a public forum for procurement professionals and vendors. State agencies enter into construction contracts independently of the division, but under the oversight of the DGS, Division of Engineering and Buildings. The Virginia Information Technologies Agency oversees purchasing for information technology products and services (see page 98).

eVA

The Virginia Department of General Services manages eVA, an e-procurement system that streamlines and automates government purchasing activities. eVA is a single online source where vendors can find state and local government business opportunities. It provides information on current solicitations and statewide contracts and historic spending reports. Vendors may create online profiles including detailed information about products and services, and download an online catalog. There is no fee to register with eVA; however, a nominal fee is applied to purchase orders received through the system.

The eVA site publishes Virginia Business Opportunities (VBO), which provides a listing of all goods and services over $5,000 that state agencies and localities are purchasing. It also provides links to other local and state agency e-purchasing Web sites.

For more information, contact:

Virginia Department of General Services
Division of Purchases and Supply
1111 East Broad Street
Richmond, VA 23218-1922
Tel: 804-786-3842; Fax: 804-225-3707
www.dgs.virginia.gov

eVA
Toll-free: 866-289-7367
www.eva.virginia.gov
**Virginia Information Technologies Agency (VITA)**

VITA is responsible for acquiring information technology products and services for the commonwealth.

**For more information and/or bidder applications, contact:**

Virginia Information Technologies Agency  
11751 Meadowville Lane  
Chester, VA 23836  
Tel: 804-371-5000; TTY: 711  
E-mail: scminfo@vita.virginia.gov  
www.vita.virginia.gov

**Virginia Department of Transportation**

The Virginia Department of Transportation purchases equipment, goods and services associated with state highway construction, planning and design.

**For more information, contact:**

Virginia Department of Transportation  
1401 East Broad Street  
Richmond, VA 23219  
Tel: 1-800-367-7623 or 1-804-786-2938; TTY 711  
www.virginiadot.org/business/default.asp

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**FAIRFAX COUNTY GOVERNMENT CONTRACTING**

The Department of Purchasing and Supply Management handles most of the contracting activity for goods and services in Fairfax County. Fairfax County authorities (e.g., Fairfax Water Authority and Fairfax County Economic Development Authority) conduct procurement activities independently from DPSM. Procurement for capital construction-related projects is handled independently by different agencies (details below).

**Department of Purchasing and Supply Management (DPSM)**

DPSM has authority for making county purchases for goods and services. For purchases greater than $50,000, vendors can register through Fairfax County’s Vendor Internet Portal (VIP), www.fairfaxcounty.gov/vendorportal. The county government shares this portal with Fairfax County Public Schools (FCPS). For purchases less than $50,000, the county uses eVA (see page 97).

Fairfax County’s “Selling to Us” Web page (www.fairfaxcounty.gov/dpsm/selling.htm) contains a variety of relevant information, including:

- available services and resources;
- procurement policies and procedures;
- participation in the Small Business Enterprise program;
• a contract registry, bid tabulations and recent contract awards;
• current solicitations; and
• answers to common procurement questions.

For more information, contact:
Fairfax County Department of Purchasing and Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035
Tel: 703-324-3201; TTY: 711; Fax: 703-324-3228
www.fairfaxcounty.gov/dpsm

Office of Small Business
The Fairfax County Supplier Diversity Program operates under the auspices of DPSM, and assists small, minority, and woman-owned businesses in their efforts to access county procurement opportunities.

The DPSM offers a “Selling to Fairfax County” workshop for small and minority businesses interested in providing goods and services to the county. The free workshops are held at the Government Center on the third Wednesday of every month and are conducted by DPSM contract administrators. At the workshops, business owners are instructed on the county’s procurement process and how to find upcoming contracting opportunities.

For more information, contact:
Fairfax County Department of Purchasing and Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Tel: 703-324-320; TTY: 711; Fax: 703-324-3228
www.fairfaxcounty.gov/dpsm/osb

Small Business Commission
The Fairfax County Small Business Commission was created by the Fairfax County Board of Supervisors to advise and assist the board, County Executive and county purchasing agents on any matter that will enhance the capability of small, minority and woman-owned businesses, and those owned by disabled persons, to succeed and to obtain contracts with the county.

For more information, contact:
Fairfax County Small Business Commission
c/o Office of Small Business
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035
Tel: 703-324-3201; TTY: 711; Fax 703-324-3587
E-mail: ffxsbc@yahoo.com
www.fairfaxcounty.gov/dpsm/osb/sbc/smsbc.htm
Fairfax County Economic Development Authority

The Fairfax County Economic Development Authority (FCEDA) independently procures all goods and services, and conducts its procurement activities in accordance with Virginia Public Procurement Act provisions. The FCEDA posts contracting opportunities at www.fairfaxcountyeda.org/about/contracting-opportunities.

For more information on FCEDA procurement guidelines and contract opportunities, contact:
Fairfax County Economic Development Authority
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269
E-mail: info@fceda.org
www.fairfaxcountyeda.org

Fairfax Water

Fairfax Water is responsible for the production, treatment and distribution of drinking water to nearly 1.7 million residents in northern Virginia. The independent authority maintains and operates water treatment plants, pumping stations, property yards and office facilities throughout Fairfax County. Fairfax Water independently procures all goods and services, including professional, non-professional and construction services.

For more information, contact:
Fairfax Water
Office of Procurement
8570 Executive Park Avenue
Fairfax, VA 22031
Tel: 703-289-6255; TTY: 711; Fax: 703-289-6262
www.fairfaxwater.org

Contracting for Construction Projects

Department of Housing and Community Development

The Fairfax County Department of Housing and Community Development (HCD) provides affordable housing for low- and moderate-income families through construction of new townhomes and apartments, and acquisition and rehabilitation of existing housing on behalf of the Fairfax County Redevelopment and Housing Authority (RHA). The department also maintains and periodically contracts for major renovations and modernization of RHA-owned housing.

As a housing finance agency, HCD finances affordable housing for public, private and nonprofit agencies. In addition, HCD seeks to preserve, upgrade and revitalize existing neighborhoods through road improvements, storm drainage construction projects, home improvement programs and other mechanisms.
For more information, contact:
Fairfax County Department of Housing and Community Development
3700 Pender Drive
Fairfax, VA 22030-7444
Tel: 703-246-5010; TTY: 703-385-3578; Fax: 703-246-5115
www.fairfaxcounty.gov/rha

Department of Public Works and Environmental Services
The Fairfax County Department of Public Works and Environmental Services designs, constructs and maintains fire stations, libraries, maintenance facilities and other government facilities; infrastructure such as wastewater treatment plants, sewer systems and sewage pumping stations, storm water infrastructure; and road improvement projects.

For more information, contact:
Fairfax County Department of Public Works and Environmental Services
12055 Government Center Parkway, Suite 659
Fairfax, VA 22035
Tel: 703-324-5033; TTY: 711; Fax: 703-324-1818
www.fairfaxcounty.gov/dpwes/construction/cap.htm

Fairfax Water
See page 100.

Park Authority
The Planning and Development Division of the Fairfax County Park Authority provides the technical expertise needed for land planning, land management and acquisition, and facility development of the county park system.

For more information, contact:
Fairfax County Park Authority
Planning and Development Division
12055 Government Center Parkway, Suite 927
Fairfax, VA 22035
Tel: 703-324-8741; TTY: 711; Fax: 703-324-3987
www.fairfaxcounty.gov/parks/plandev

Public Schools
Fairfax County Public Schools’ Office of Design and Construction contracts for building school facilities.

For more information, contact:
Fairfax County Public Schools
Department of Facilities Services—Office of Design and Construction Services
8115 Gatehouse Road, Suite 3500
Falls Church, VA 22042
Tel: 571-423-2280; TTY: 711
http://www.fcps.edu/fts/designconst/index.shtml
COOPERATIVE PURCHASING

Metropolitan Washington Council of Governments Cooperative Purchasing Program

The Metropolitan Washington Council of Governments (COG) Cooperative Purchasing Program leverages the bidding and purchasing requirements of participating local government agencies, school boards, authorities and commissions to reduce costs through economies of scale created through volume buying. COG estimates that program participants save more than $2 million per year. The program also promotes the exchange of management and technical information among area procurement agents.

For more information, contact
Metropolitan Washington Council of Governments Cooperative Purchasing Program
777 North Capitol Street, NE, Suite 300
Washington, D.C. 20002
Tel: 202-962-3222; TTY: 711; Fax: 202-962-3201
www.mwcog.org/purchasing

OTHER CONTRACTING PROGRAMS

For business-to-business contracting opportunities, see also:

- Virginia Business Pipeline, page 122
- Virginia Minority Supplier Development Council, page 128
- Exporting Assistance, pages 122-127
- Chambers of Commerce, pages 107-109
ADDITIONAL RESOURCES


- **Procurement Opportunities in Fairfax County**, Fairfax County Economic Development Authority, 703-790-0600, www.fairfaxcountyeda.org/contracting-and-procurement

- **Procurement with the Fairfax County Government**, Fairfax County Department of Purchasing and Supply Management, 703-324-3205, www.fairfaxcounty.gov/dpsm


- **How to Sell to the Government**, U.S. General Services Administration: http://gsa.gov/portal/content/105344

- **GSA Vendor Support Center**: https://vsc.gsa.gov
Business Services and Resources

- Business development and networking
- Information and market research
- International business development
- Small, minority and woman-owned business resources
- Tourism
- Other services and resources
- Reference materials
Fairfax County has an abundance of resources available to support local businesses.

**BUSINESS DEVELOPMENT AND NETWORKING RESOURCES**

**Associations**

More than 300 national, international and regional associations are headquartered in Fairfax County. The Fairfax County Economic Development Authority maintains a list of associations located in the county.

**For more information, contact:**

Fairfax County Economic Development Authority  
8300 Boone Boulevard, Suite 450  
Tysons Corner, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: info@fceda.org  
www.fairfaxcountyeda.org

American Society of Association Executives  
1575 I Street, NW  
Washington, D.C. 20005-1103  
Tel: 202-371-0904; TDD: 202-626-2803; Toll-free: 1-888-950-2723  
Fax: 202-371-8315  
E-mail: service@asaenet.org  
www.asaenet.org

**Business Partnerships**

Fairfax County Office of Public Private Partnerships (OP3)

OP3 creates and develops public-private partnerships to stimulate positive change in the community, and encourage civic involvement and responsibility. This pooling of resources has an effectiveness that surpasses government or private institutions acting alone.

**For more information, contact:**

Fairfax County Office of Public-Private Partnerships  
12000 Government Center Parkway, Suite 432  
Fairfax, VA 22035  
Tel: 703-324-5171; TTY: 711; Fax: 703-222-9198  
www.fairfaxcounty.gov/partnerships
Fairfax County Public Schools (FCPS), Business and Community Partnerships

FCPS Office of Business and Community Partnerships develops, promotes and coordinates collaborative efforts between the business community and the schools to create and foster relationships beneficial to schools and the overall community.

For more information, contact:
Fairfax County Public Schools
Business Community Partnerships
8115 Gatehouse Road, Suite 5100
Falls Church, VA 22042
Tel: 571-423-1225; TTY: 703-280-9833; Fax: 571-423-1207
www.fcps.edu/cc/obcp/index.htm

Chambers of Commerce and Business Membership Organizations

Community chambers of commerce and other business membership organizations sponsor networking meetings, educational seminars, trade shows and other business development programs and community projects. Their legislative efforts frequently influence a broad range of issues and activities that have a significant impact on business, including taxes, transportation, housing, land use, technology, education and economic development. (See also International Membership Organizations, pages 128-129.)

Area Chambers and Related Business Organizations

- **Annandale Chamber of Commerce**  
  7263 Maple Place, Suite 207  
  Annandale, VA 22003  
  Tel: 703-256-7232; Fax: 703-256-7233  
  www.annandalechamber.com

- **Central Fairfax Chamber of Commerce**  
  P.O. Box 2912  
  Fairfax, VA 22031  
  Tel: 703-591-2450; Fax: 703-591-2820  
  www.cfcc.org

- **Committee for Dulles**  
  45969 Nokes Boulevard, Suite 100  
  Dulles, VA 20166  
  Tel: 703-430-8749; Fax: 703-430-8759  
  www.committeefordulles.org

- **Dulles Corridor Rail Association**  
  11800 Sunrise Valley Drive, Suite 338  
  Reston, Virginia 20191  
  Tel: 703-716-5750; Fax: 703-716-5751  
  www.dullescorridorrail.com
• **Dulles Area Transportation Association**
  4160 Pleasant Valley Road, Suite 200
  Chantilly, VA 20151-1512
  Tel: 703-817-1307; Fax: 703-817-1407
  www.datatrans.org

• **Dulles Regional Chamber of Commerce**
  Chantilly office:
  3901 Centerview Drive, Suite S
  Chantilly, VA 20151
  Herndon office:
  730 Elden Street
  P.O. Box 327
  Herndon, VA 20170
  Tel: 571-323-5300; Fax: 703-787-8859
  www.herndonchamber.org

• **Fairfax County Chamber of Commerce**
  8230 Old Courthouse Road, Suite 350
  Tysons Corner, VA 22182-3853
  Tel: 703-749-0400; Fax: 703-749-9075
  www.fccc.org

• **Greater Falls Church Chamber of Commerce**
  417 West Broad Street, Suite 207
  Falls Church, VA 22046-3317
  Tel: 703-532-1050; Fax: 703-237-7904
  www.fallschurchchamber.org

• **Greater McLean Chamber of Commerce**
  1437 Balls Hill Road
  McLean, VA 22101
  Tel: 703-356-5424; Fax: 703-356-9244
  www.mcleanchamber.org

• **Greater Merrifield Business Association, Inc.**
  2841 Hartland Road, Suite 406
  Falls Church, VA 22043
  Tel: 703-208-1611; Fax: 703-573-3539
  www.greatermerrifield.org

• **Greater Reston Chamber of Commerce**
  1763 Fountain Drive
  Reston, VA 20190
  Tel: 703-707-9045; Fax: 703-707-9049
  www.restonchamber.org

• **Greater Springfield Chamber of Commerce**
  6434 Brandon Avenue, Suite 3A
  Springfield, VA 22150
  Tel: 703-866-3500; Fax: 703-866-3501
  www.springfieldchamber.org
• **Mount Vernon-Lee Chamber of Commerce**  
  8804-D Pear Tree Village Court  
  Alexandria, VA 22309  
  Tel: 703-360-6925; Fax: 703-360-6928  
  www.mtvernon-leechamber.org

• **Northern Virginia Technology Council**  
  2214 Rock Hill Road, Suite 300  
  Herndon, VA 20170  
  Tel: 703-904-7878; Fax: 703-904-8008  
  www.nvtc.org

• **Northern Virginia Transportation Alliance**  
  P.O. Box 6149  
  McLean, VA 22106  
  Tel: 703-883-1830; Fax: 703-883-1850  
  www.nvta.org

• **South Fairfax Chamber of Commerce**  
  P.O. Box 68  
  Lorton, VA 22199  
  Tel: 703-550-0055  
  http://southfairfaxchamber.org

• **Tysons Partnership**  
  1600 Tysons Boulevard, Suite 800  
  Tysons, VA 22102  
  Tel: 703-939-4719  
  www.tysonspartnership.org

• **Tysons Regional Chamber of Commerce**  
  7925 Jones Branch Drive  
  Suite LL200  
  Tysons, VA 22102  
  Tel: 703-281-1333; Fax: 703-242-1482  
  www.vtrcc.org

• **Virginia Chamber of Commerce**  
  9 South 5th Street  
  Richmond, VA 23219-3890  
  Tel: 804-644-1607; Fax: 804-783-6112  
  www.vachamber.com

• **Virginia Hispanic Chamber of Commerce**  
  Northern Virginia Regional Office  
  8300 Boone Boulevard, 4th Floor  
  Vienna, VA 22182  
  Tel: 703-790-0303; Fax: 703-893-1269  
  www.vahcc.com
Economic Development and Business Development

FAIRFAX COUNTY

Fairfax County Economic Development Authority (FCEDA)

Through its National, International and Business Diversity divisions, the Fairfax County Economic Development Authority (FCEDA) assists small, mid-size and large companies, associations and other organizations from the United States and around the world interested in locating, expanding or relocating operations in Fairfax County. It also works to attract capital investment into the county.

Through its Communications, Market Intelligence and Real Estate Services divisions, the FCEDA provides a wide range of information on the Fairfax County business community and economy, demographics, employment, housing, local and state taxes, and the commercial real estate market. Much of this information is available through FCEDA’s Web site.

FCEDA staff members assist businesses with site selection activities, act as liaison with local and state government agencies that administer permitting, zoning and other governmental processes, and help new members of the business community establish connections. All FCEDA services are free and confidential.

For more information, contact:

Fairfax County Economic Development Authority
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-790-0600, TTY: 711; Fax: 703-893-1269
E-mail: info@fceda.org
www.fairfaxcountyeda.org

See also pages 2, 3, 7, 20, 21-23, 33, 37, 39, 54, 72, 74, 95, 98, 100, 103, 106, 111, 117, 122-123, 129, 144, 145

Community Business Partnership

The Community Business Partnership (CBP) is a collaborative effort among several key organizations in Fairfax County to provide high-quality, professional small business services. CBP delivers these comprehensive services through five main programs: the Business Development Center, the Business Finance Center, the Financial Education Center for Women Entrepreneurs, the Business Incubation Center and the Women’s Business Center of Northern Virginia. Collectively, CBP’s programs provide the following services at minimal or no cost:

• small business training;
• business planning assistance;
• individual counseling and technical assistance;
• business incubator;
• micro-loan direct lending program;
• small business resource library;
• computer, telecommunications and Internet access;
• office, training and meeting room rentals; and
• a referral network of professional small business service providers.

For more information, contact:

Community Business Partnership
7001 Loisdale Road, Suite C
Springfield, VA 22150
Tel: 703-768-1440; TTY: 711; Fax: 703-768-0547
E-mail: info@cbponline.org
www.cbponline.org

See also Loans/Loan Guaranty, pages 27-33.

SCORE

SCORE is a nonprofit association that provides education and assistance to entrepreneurs that are forming or growing their small businesses. The organization has 370 chapters throughout the U.S. and its territories. Both working and retired executives and business owners donate time and expertise as business counselors.

SCORE counselors also are available for appointments with small business owners at the Fairfax County Economic Development Authority and elsewhere in the Washington, D.C., region.

For more information, contact:

SCORE
1175 Herndon Parkway, Suite 900
Herndon, VA 20170
Tel: 800-634-0245 or 703-487-3612; Fax: 703/487-3066
www.score.org

Fairfax County Economic Development Authority
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269
E-mail: info@fceda.org
www.fairfaxcountyeda.org/score-counseling

Southeast Fairfax Development Corporation

Southeast Fairfax Development Corporation (SFDC) promotes and coordinates the revitalization and redevelopment of the Richmond Highway corridor (U.S. Route 1), the section of Fairfax County that extends from the southern boundary of the City of Alexandria to Fort Belvoir. SFDC works with local businesses, property owners, residents and governmental representatives and organizations to improve the economy, create jobs and enhance the quality of life in the 7½-mile corridor.

SFDC provides extensive, up-to-date real estate and market data, site location information, financial and technical resources, educational programs, business
networking opportunities, access to community and county governmental representatives, and redevelopment assistance.

For more information, contact:
Southeast Fairfax Development Corporation
6677 Richmond Highway, Second Floor
Alexandria, VA 22306
Tel: 703-360-5008; Fax: 703-360-5123
E-mail: info@sfdc.org
www.sfdc.org

See also “Revitalization Districts and Areas,” page 42.

Towns of Clifton, Herndon and Vienna

New or expanding businesses located in the towns of Clifton, Herndon or Vienna should contact their town government offices regarding specific business regulations, (e.g., business licenses and occupancy permits) in addition to consulting the appropriate Fairfax County regulations.

For more information, contact:

Town of Clifton
P.O. Box 309
Clifton, VA 20124
Tel: 703-830-1430
www.cliftonva.us

Town of Herndon
777 Lynn Street
Herndon, VA 20170

Mailing address:
P.O. Box 427
Herndon, VA 20172-0427
Tel: 703-435-6800
Fax: 703-787-7325
www.herndon-va.gov

Town of Vienna
127 Center Street South
Vienna, VA 22180
Tel: 703-255-6300
TDD: 703-255-5735
Fax: 703-255-5722
www.viennava.gov

VIRGINIA

Center for Innovative Technology (CIT)

CIT is a state-chartered nonprofit corporation that provides programs and services for technology researchers, technology entrepreneurs and small technology businesses in all regions of the commonwealth. Its programs include the following:

Research Investment

CIT’s research investment efforts focus on promoting promising technology research in the fields of defense and homeland security, nanotechnology and life sciences.

Federal Funding

Virginia’s efforts to increase federal research funding support for businesses are led by CIT’s Federal Funding Assistance Program. It identifies opportunities and provides technical assistance and support to small technology businesses seeking to obtain Small Business Innovative Research, Small Business Technology Transfer and Advanced Technology Program grants and contracts.
**Access to Capital**

CIT’s Capital Access Program provides technical and consulting services to small technology firms interested in securing early-stage financial investment. Services also include referrals to individual investors, investment funds and regional venture capital showcases, as well as CIT-hosted events to match companies and funds.

**Small Business Assistance**

CIT’s regional teams provide a full range of confidential, specialized services for technology application, process and product development, and commercialization for firms with 500 or fewer employees.

**For more information, contact:**

Center for Innovative Technology  
CIT Tower  
2214 Rock Hill Road, Suite 600  
Herndon, VA 20170-4228  
Tel: 703-689-3000; TTY: 711; Fax: 703-689-3041  
[www.cit.org](http://www.cit.org)

*See also* Financing, pages 23 and 25.

**Mason Enterprise Center, George Mason University**

The Mason Enterprise Center (MEC) is a university-based economic development enterprise that focuses the strengths of George Mason University on enterprise creation and expansion in the Washington, D.C., region. MEC provides business owners with access to faculty, students, alumni, researchers, information sources, inventions and other resources required to help them expand their businesses, improve their organizations and strengthen the regional economy.

MEC offers a variety of programs, services and resources:

**Virginia Small Business Development Center Network**

MEC houses the lead center for a network of 29 local small business development centers (SBDCs) across Virginia. SBDCs provide business assistance, counseling and training to growing companies and aspiring entrepreneurs. One-on-one counseling and business courses are available in the areas of business start-up, sources of capital, accounting, management, marketing and business planning. Services are available at several area locations, including these two Mason Enterprise Center-affiliated SBDCs:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone and Web site</th>
</tr>
</thead>
</table>
| Mason SBDC                       | 703-277-7747  
[www.masonenterprisecenter.org/fsbdc-main.html](http://www.masonenterprisecenter.org/fsbdc-main.html) |
| SBDC at Springfield/Community Business Partnership | 703-768-1440  
[www.cbponline.org](http://www.cbponline.org) |
**Procurement Technical Assistance Program (PTAP)**

PTAP works to help increase contracting and subcontracting activity among small businesses, major prime contractors, and federal, state and local government agencies in the Washington, D.C., area. PTAP services include counseling on business and proposal development, small business programs, program management and procurement, and market research, outreach and educational programs.

**Mentor-Protégé Program**

The program serves as a vehicle and catalyst for building long-term business relationships among major contractors, 8(a) small disadvantaged businesses, woman-owned small businesses and other disadvantaged firms. See page 95 for more details.

**International Business Development Program (IBDP)**

The International Business Development Program (IBDP) offers a selection of targeted programs to help both U.S. and international small and medium-size information technology enterprises develop international business. The IBDP program provides consultation, international market planning and assistance with business partnerships.

**Telework and Training Centers**

Mason’s Telework and Training Centers provide close-to-home alternative workspaces, which help reduce travel, increase productivity and improve worker morale. Semi-private and private offices are available in northern Virginia locations. Workspaces are fully equipped with a computer, telephone, high-speed Internet access, and access to a copier, fax machine and network printer. Flexible lease options are available.

**For more information, contact:**

Mason Enterprise Center  
George Mason University  
4031 University Drive, Suite 200  
Fairfax, Virginia 22030  
Tel: 703-277-7700; TTY: 711; Fax: 703-277-7730  
E-mail: info@masonenterprisecenter.org  
www.masonenterprisecenter.org

**Virginia Department of Business Assistance (DBA)**

DBA is dedicated to promoting the growth and success of the commonwealth’s business community. The department works with new and existing businesses to provide workforce incentives, loans, business information, incubator counseling and educational opportunities for the business and economic development communities. The following services are available:

**The Virginia Business Information Center (VBIC)**

VBIC serves as a “one-stop” gateway for answers, information and advice on doing business in Virginia. It assists businesses in problem solving and provides referrals to various federal, state and local programs.
**Workforce Services**

DBA’s Workforce Services Division provides customized recruiting and training services to companies creating new jobs or experiencing technological change. The program reduces the human resource development costs of new and expanding companies throughout the commonwealth. Workforce Services also offers consulting services, organizational development, electronic media services and funding for eligible businesses.

**Financial Services**

DBA’s Financial Services Division administers the programs of the Virginia Small Business Financing Authority (VSBFA). The VSBFA is a statewide conduit issuer of industrial development bonds. It works with businesses, bankers, economic developers and other state agencies to provide direct funding and credit enhancements through various financing programs that benefit eligible businesses.

**Procurement Assistance**

DBA holds workshops with local chambers of commerce, community colleges and economic development organizations to educate businesses on how to effectively sell their goods and services to Virginia and other local government agencies. This service offers businesses new information about Virginia’s procurement process, methods for contacting state and local government buyers, and business assistance services.

**Business Seminars and Events**

DBA holds quarterly economic development seminars throughout Virginia and sponsors Business Appreciation Week—a statewide effort to acknowledge the contributions Virginia businesses make to the commonwealth’s economy and quality of life.

**For more information, contact:**

Virginia Department of Business Assistance  
1220 Bank Street, 3rd Floor South  
Richmond, VA 23219  
Tel: 804-371-8200; TTY: 711; Fax: 804-371-8111  
www.dba.virginia.gov

*Note: On January 1, 2014, the Virginia Department of Minority Business Enterprise and the Virginia Department of Business Assistance will be abolished and replaced by the Virginia Department of Small Business and Supplier Diversity.*

**Virginia Economic Development Partnership (VEDP)**

VEDP is a state authority established to encourage, stimulate and support the development and expansion of Virginia’s economy.

VEDP focuses its efforts on business development and international trade. It also makes financial assistance available through the Governor’s Opportunity Fund, the Virginia Investment Partnership Program and other state financing programs.

**Business Attraction and Expansion**

VEDP’s Business Attraction and Business Expansion divisions serve as the main point of contact for prospective businesses interested in investing in Virginia. Project
managers provide current and prospective companies with a variety of resources to assist business decision-makers, including current market, economic, labor and demographic information, as well as customized land and building research.

**International Trade**

The mission of the International Trade Division is to increase sales for Virginia companies by assisting their entry into international markets. The division offers a variety of activities to assist all Virginia companies, from the first-time exporter to the seasoned veteran. Services offered include on-location/in-country assistance in establishing relationships, trade missions, trade show participation, one-on-one export counseling, market research reports, educational seminars, country and market intelligence, and an in-house international research library.

**Research**

VEDP’s Research Division provides site selection data, business and economic data, and trade development information.

**For more information, contact:**

Virginia Economic Development Partnership  
901 East Byrd Street  
P.O. Box 798  
Richmond, VA 23218-0789  
Business investment inquiries: 804-545-5700;  
General inquiries: 804-545-5600  
www.yesvirginia.org

**Virginia Tourism Corporation**

See pages 131-132.

**WASHINGTON, D.C., REGION**

**Greater Washington Board of Trade**

The Greater Washington Board of Trade is the largest regional network of business and nonprofit leaders and the only regional organization representing all industry sectors. Founded in 1889, the Board of Trade enjoys a long history of creating and maintaining a business climate that is healthy, inviting and profitable for the regional business community and the community at large. A 501(c)(6) association, the Board of Trade is supported by its members, programs and events. The membership is comprised of members from Fortune 100 companies to small businesses and nonprofit organizations.

**For more information, contact:**

Greater Washington Board of Trade  
1725 Eye Street, NW, Suite 200  
Washington, D.C. 20006  
Tel: 202-857-5900  
E-mail: info@bot.org  
www.bot.org
INFORMATION AND MARKET RESEARCH RESOURCES

Fairfax County Economic Development Authority (FCEDA)

See pages 2, 3, 7, 20, 21-23, 33, 37, 39, 54, 72, 74, 95, 98, 100, 103, 106, 110, 111, 122-123, 129, 144, 145

Fairfax County Office of Public Affairs

The Office of Public Affairs provides information and assistance to the media, county residents, the Board of Supervisors, the County Executive and county agencies. Much of this information concerns the programs and services that county agencies offer to the public.

Fairfax County Recorded Information Line

The Fairfax County Office of Public Affairs operates a 24-hour information telephone line on county services. To access information, dial 703-324-INFO (4636) using a touch-tone telephone.

For more information, contact:
Fairfax County Office of Public Affairs
12000 Government Center Parkway, Suite 551
Fairfax, VA 22035-0065
Tel: 703-324-3187; TTY 703-324-2935; Fax: 703-324-2010
County information desk: 703-324-3185
E-mail: publicaffairs@fairfaxcounty.gov
www.fairfaxcounty.gov/opa

Fairfax County Web Site

Fairfax County Government’s Web site address is www.fairfaxcounty.gov. The site provides information about county activities, departments and agencies; policies and procedures; and services for businesses and residents.

Through the county Web site, users can:

- access the Human Services Resource Guide with information on public and private services available to residents;
- access the real estate assessment database;
- access the county’s geographic information system and aerial photography;
- schedule and cancel inspection requests;
- pay taxes;
- report a change of address for tax bills;
- access and review the County Code;
• access the library card catalog and other library databases; and
• access the Department of Purchasing and Supply Management Contract Register database, and access and download Requests for Proposals or other contract solicitations.

**Fairfax County Department of Management and Budget (DMB)**

DMB develops the county’s annual financial plan, coordinates the sale of bonds to finance capital projects on behalf of the county and Fairfax County Public Schools, and provides financial and analytical consulting services to county agencies, the Board of Supervisors and the County Executive.

DMB also produces a variety of economic and financial data on Fairfax County. The Economic Indicators Bulletin, published monthly, tracks county trends and regional and national economic data, such as employment, home sales and building permits.

**For more information, contact:**

Fairfax County Department of Management and Budget  
12000 Government Center Parkway, Suite 561  
Fairfax, VA 22035  
Tel: 703-324-2391; TTY: 711; Fax: 703-324-3940  
E-mail: DMBInfo@fairfaxcounty.gov  
www.fairfaxcounty.gov/dmb

**Economic Indicators Bulletin:**

www.fairfaxcounty.gov/economic/economic_indicators.htm

**Countywide Service Integration & Planning Management (CSIPM) Division**

CSIPM produces a variety of demographic and statistical data on Fairfax County. Annual demographic data produced by CSIPM include population estimates and projections, housing unit estimates and projections, nonresidential structure information, and existing and planned land use statistics. Publications are available for viewing online at www.fairfaxcounty.gov/government/about/data/.

**For more information, contact:**

Countywide Service Integration & Planning Management (CSIPM) Division  
12011 Government Center Parkway, Suite 222  
Fairfax, VA 22035  
Tel: 703-324-5638; TTY: 703-803-7914  
www.fairfaxcounty.gov/ncs
Fairfax County GIS & Mapping Services

GIS and Mapping Services provides a wide range of county-oriented publications including maps, orthophotography, current and historic photography and data. Many maps and information can be viewed and/or downloaded online.

For more information, contact:
Fairfax County GIS & Mapping Services
12000 Government Center Parkway, Suite 117
Fairfax, VA 22035
Tel: 703-324-2712; TTY:1-800-828-1120; Fax: 703-324-3937
www.fairfaxcounty.gov/maps

Fairfax County Public Library

The Fairfax County Public Library, one of the largest systems of its kind in the U.S., offers a variety of eBooks, audio books, print materials, online databases and services tailored to the needs of the business community. The library’s information specialists can help locate electronic resources and print for many business research needs.

Extensive business-related resources are located in the library’s eight regional branches and include newspapers, business publications and trade journals; corporate directories; and material on topics such as starting and managing a small business, investments and computer technology. The largest business-oriented collections reside at the Reston, Tysons Pimmit and City of Fairfax regional branches. However, non-reference material can be delivered to any of the library’s 23 branches.

Individuals can access the library’s many special business-oriented online resources that include business periodicals, telephone and business directories and government statistics through the library’s Web site. Public Internet stations and wireless access are available in all branches.

The Virginia Room at the City of Fairfax Regional Library includes planning and zoning documents, demographic and U.S. Census Bureau information, county studies and histories.

The library’s online catalog of close to 2.6 million items includes more than 100,000 eBooks and can be searched from home or office through the library’s website.

Services are available for people with disabilities who want to access the Fairfax County Public Library’s collections. The Access Services branch is located at the Fairfax County Government Center. Staff at Access Services administer the Library of Congress Talking Books Program; provide listening devices and assistive technologies; provide programs and support groups; and offer outreach services, including home delivery of books and materials.

For more information, contact:
Fairfax County Public Library
12000 Government Center Parkway, Suite 324
Fairfax, VA 22035
Tel: 703-324-3100; TTY: 703-324-8365
www.fairfaxcounty.gov/library
George Mason University Fenwick Library

The Fenwick Library at George Mason University’s Fairfax campus provides collection and service support to members of the university community and to the general public. The library houses an extensive collection of electronic databases. It also is a depository for both federal and state government documents including those of the U.S. Census Bureau and the U.S. Department of Commerce, as well as codes for the Commonwealth of Virginia.

For more information, contact:
George Mason University Library
4400 University Drive
Fairfax, VA 22030
Information desk: 703-993-2250
Reference desk: 703-993-2210
TTY: 703-993-3992; Fax: 703-993-2200
http://library.gmu.edu

Metropolitan Washington Council of Governments

The Metropolitan Washington Council of Governments (COG) is an association of 19 Washington, D.C.-area local governments working together for a better metropolitan area. COG provides a focus for action on issues of regional concern. Its activities include comprehensive transportation planning, monitoring air and water quality, tracking economic and demographic trends, coordinating public safety programs, promoting adequate child care and enhancing the supply of affordable housing.

For more information, contact:
Metropolitan Washington Council of Governments
777 North Capitol Street, NE, Suite 300
Washington, D.C. 20002-4239
Tel: 202-962-3200; Fax: 202-962-3201
www.mwcog.org
Northern Virginia Association of Realtors

The Northern Virginia Association of Realtors provides a range of services for its members. NVAR releases housing and market statistics through their Web site.

For more information, contact:
Northern Virginia Association of Realtors
8407 Pennell Street
Fairfax, VA 22031
Tel: 703-207-3200; Fax: 703-560-8239
www.nvar.com

Northern Virginia Regional Commission

The Northern Virginia Regional Commission (NVRC), one of 21 regional planning councils in Virginia, maintains an extensive collection of demographic, economic, environmental and statistical information on northern Virginia and its localities. Among NVRC’s many information resources is the Northern Virginia Data Book, a compendium of statistical data for the region and local communities that covers population trends, transportation, housing, environment, income, education, taxes, vital statistics and public safety, key contact personnel in local government and many other topics. NVRC also is a repository for U.S. Census Bureau data, which can be provided for any local market area via NVRC’s geographic information system.

For more information, contact:
Northern Virginia Regional Commission
3060 Williams Drive, Suite 510
Fairfax, VA 22031
Tel: 703-642-0700; Fax: 703-642-5077
E-mail: info@novaregion.org
www.novaregion.org

Virginia Employment Commission (VEC)

VEC tracks a wide range of local, state and national labor market information including employment, labor force, wage rates, occupations and career opportunities. Much of this information is available through VEC’s publications and Web site.

For more information, contact:
Virginia Employment Commission—Economic Information Services Division
703 East Main Street, Room 213
Richmond, VA 23219
Tel: 804-786-1485; TTY: 711; Fax: 804-371-0412
www.vec.virginia.gov

For more information on VEC’s job services, see page 67.
Virginia Business Pipeline

The Virginia Business Pipeline (VBP) is an online database composed of businesses located in the commonwealth. VBP functions as a marketing tool and business-to-business marketplace for Virginia goods and services, and benefits users by providing:

- a searchable contact database;
- access to pre-qualified vendors (e.g., woman- and minority-owned business enterprises, ISO certification); and
- business solicitations and Requests for Proposals.

VBP also includes a small business guide, instructions on how to compete for government contracts, and e-commerce information and links.

For more information, contact:

Virginia Business Pipeline
P. O. Box 3768
Radford, VA 24143
Tel: 540-731-6800; TTY: 711; Fax: 540-731-6808
E-mail: veb@vebinc.org
www.virginiaeconomicbridge.org/index.htm

INTERNATIONAL BUSINESS DEVELOPMENT RESOURCES

FAIRFAX COUNTY

Fairfax County Economic Development Authority (FCEDA)

International firms—many specializing in computer systems integration, software development, e-commerce, telecommunications and Internet services—are drawn to Fairfax County because of its unique blend of attributes. Fairfax County boasts the largest concentration of foreign-owned businesses in the Washington, D.C., area and in Virginia.

The FCEDA has overseas offices in the key markets of Bangalore, London, Munich, Seoul and Tel Aviv to market Fairfax County abroad. It also has offices in Boston and Los Angeles. The FCEDA also works with local international businesses, foreign embassies, regional trade groups and other organizations to provide:

- assistance in establishing a business in Fairfax County;
- relocation services;
- information on the county (including demographics, schools, housing, transportation and quality of life);
- information about government agencies and local professional service providers; and
- export development workshops.
For more information, contact:
Fairfax County Economic Development Authority
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269
E-mail: info@fceda.org
www.fairfaxcountyeda.org

VIRGINIA

Virginia Economic Development Partnership (VEDP)

A primary objective of VEDP’s international activities is to stimulate Virginia’s economy by facilitating capital expenditures through direct investment and promoting the sale of Virginia’s products overseas. VEDP’s headquarters is in Richmond, and its northern Virginia location is housed in the FCEDA offices. VEDP also maintains overseas offices in China, Germany, India, Japan and the United Kingdom, as well as representation in 50 countries across the globe.

VEDP incorporates marketing, research and educational programs into its efforts to increase the base of exporters and the volume of exports from Virginia. These include:

- export development counseling;
- industry- and country-specific research;
- international market planning;
- trade missions, catalog and trade shows;
- trade leads and foreign contacts;
- exporting seminars;
- publications;
- the Export InfoCenter; and
- Virginia international trade statistics.

For more information, contact:
VEDP Northern Virginia Office
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-506-1031, 703-506-1031; TTY: 711; Fax: 703-506-1033
www.exportvirginia.org

VEDP Richmond Office
P.O. Box 798
901 East Byrd Street
Richmond, VA 23218-0798
Tel: 804-545-5752; TTY: 711; Fax: 804-545-5751
www.exportvirginia.org
Northern Virginia U.S. Export Assistance Center

The Northern Virginia U.S. Export Assistance Center, affiliated with the U.S. Department of Commerce, works to expand export opportunities for northern Virginia businesses. Services provided by the center include educational seminars, export information and publications.

For more information, contact:
Northern Virginia U.S. Export Assistance Center
2800 S. Randolph Street, Suite 800
Arlington, VA 22206
Tel: 703-756-1700; TTY: 711; Fax: 703-756-1701
www.export.gov

FEDERAL

Bureau of Industry and Security

An agency of the U.S. Department of Commerce, the Bureau of Industry and Security (BIS) works to advance U.S. national security, foreign policy and economic interests. A principal goal for the bureau is to help stop proliferation of weapons of mass destruction while furthering the growth of U.S. exports.

BIS implements and enforces the Export Administration Act (EAA) and Export Administration Regulations by developing export control policies, issuing export licenses and prosecuting EAA violators. Pursuant to other laws and regulations, BIS enforces the EAA’s anti-boycott provisions and works to enhance the defense industrial base.

For more information, contact:
U.S. Department of Commerce
Office of Exporter Services
14th Street and Constitution Avenue, NW
Washington, D.C. 20230
Tel: 202-482-0436; Fax: 202-482-3322
Export license application and information: 202-482-4811
System for Tracking Export License Applications (STELA): 202-482-2752
www.bis.doc.gov

Export-Import Bank of the United States

See page 33.
Trade Information Center

The Trade Information Center (TIC) is a comprehensive resource for information on all U.S. federal government export assistance programs. The center is operated by the International Trade Administration of the U.S. Department of Commerce for the 20 federal agencies that make up the Trade Promotion Coordinating Committee. These agencies are responsible for managing the U.S. government’s export promotion programs and activities. TIC is the first stop in the federal government for U.S. businesses seeking export assistance. TIC trade specialists:

• advise exporters how to find and use government programs;
• guide businesses through the export process;
• direct businesses to market research and trade leads;
• provide information on overseas and domestic trade events and activities;
• supply sources of public export financing; and
• direct businesses to state and local trade organizations for additional assistance.

For more information, contact:
U.S. Department of Commerce
Trade Information Center
14th Street and Constitution Avenue, NW
RRBTIC, M-800
Washington, D.C. 20230
Tel: 202-482-0543; 800-USA-TRADE (872-8723); Fax: 202-482-4473
E-mail: tic@ita.doc.gov
www.export.gov

U.S. Trade and Development Agency

The U.S. Trade and Development Agency (USTDA) provides a bridge to U.S. technical know-how and experience for developing and middle-income countries. The agency’s focus is to create public-private partnerships in response to project sponsor needs and priorities. USTDA funds helps identify and prepare projects for implementation that will establish the infrastructure necessary for economies to expand. At the same time, the agency’s activities develop trade partnerships by enhancing the ability of U.S. firms to conduct business overseas.

For more information, contact:
U.S. Trade and Development Agency
1000 Wilson Boulevard, Suite 1600
Arlington, VA 22209-3901
Tel: 703-875-4357; Fax: 703-875-4009
www.ustda.gov
International Foreign Trade Zone

A foreign trade zone (FTZ) is a duty-free secured area at or near a U.S. port of entry where foreign and domestic merchandise is considered to be international commerce and legally “outside” U.S. Customs territory. Foreign and domestic storage, exhibition, assembly, processing, testing and repackaging can be conducted in the FTZ. Customs duties and government excise taxes are not payable while the goods are stored in the zone or are re-exported. Damaged or defective materials may be destroyed while in an FTZ, thereby avoiding the payment of duty on these materials when bound for U.S. customs territory.

For more information, contact:
Washington Dulles International Airport Foreign Trade Zone
44701 Propeller Court, Suite 100
Dulles, VA 20166
Tel: 703-572-8714; TTY: 711; Fax: 703-572-8418

International Membership Organizations

A number of membership organizations in the Washington area work to support the international marketing and business development efforts of local businesses. They promote international business opportunities by offering educational programs, networking and/or access to other regional international trade organizations and activities.

British American Business Council – Washington, D.C., Chapter
P.O. Box 16482
Washington, D.C. 20041
Tel: 202-293-0010; Fax: 202-296-3332
www.babawashington.org

Canadian American Business Council
1900 K Street, NW
Washington, D.C. 20006
Tel: 202-496-7906; Fax: 202-496-7756
www.canambusco.org

Commercial Mission of the Embassy of Israel
3514 International Drive, NW
Washington D.C. 20008
Tel: 202-364-5695; Fax: 202-364-5647
www.moital.gov.il/dc

French-American Chamber of Commerce of Washington, D.C.
1200 G Street, NW, Suite 800
Washington, D.C. 20005
Tel: 202-640-1806; Fax: 202-558-5295
www.faccwdc.org

German American Business Council
2000 M Street, NW, Suite 335
Washington, D.C. 20036
Tel: 202-955-5595; Fax: 202-955 5597
www.gabcwashington.com
Korean American Traders Association of Greater Washington, D.C.
8609 Westwood Center Drive
Vienna, VA 22182
Tel: 703-401-9997
www.okta.net

Latvian Chamber of Commerce
3060 Williams Drive, Suite 510
Fairfax, VA 22031
Tel: 703-642-4640
www.latchamericas.org

Mid-Atlantic Federation of Turkic American Associations
750 First Street, NE, Suite 1125
Washington, D.C. 20002
Tel: 202-469-9292; Fax: 202-747-7637
www.maftaa.org

Northern Virginia Technology Council – International Committee
2214 Rock Hill Road, Suite 300
Herndon, VA 20170
Tel: 703-904-7878; Fax: 703-904-8008
www.nvtc.org

Swedish-American Chambers of Commerce of the USA, Inc.
2900 K Street, NW, Suite 403
Washington, D.C. 20007
Tel: 202-536-1520
www.sacc-usa.org

The Indus Entrepreneurs – TiE DC
1921 Gallows Road, Suite 1000
Vienna, VA 22182
Tel: 202-630-1310
www.dc.tie.org

United States-Mexico Chamber of Commerce, Mid-Atlantic Chapter
6800 Versar Center, Suite 450
Springfield, VA 22151
Tel: 703-752-4751 x107; Fax: 703-642-1088
www.usmcoc.org

USINDIA Business Council – Washington, D.C.
1615 H Street, NW
Washington, D.C. 20062
Tel: 202-463-5679; Fax: 202-463-3173
www.usibc.com

U.S.-Israel Business Initiative
1615 H Street, NW
Washington, D.C. 20062
Tel: 202-463-5823
www.usisraelbusiness.com
SMALL, MINORITY AND WOMAN-OWNED BUSINESS ASSISTANCE

Financing

See pages 20-33.

Procurement

Virginia Minority Supplier Development Council (VMSDC)

VMSDC is a membership organization of major corporations, financial institutions, government agencies, universities and Virginia-based companies. VMSDC’s primary purpose is to promote and facilitate the development of business relationships between its members and certified minority-owned enterprises. VMSDC has 125 corporate members and approximately 250 certified minority businesses.

VMSDC programs and services include:

• certification of minority business enterprises;
• contracting and procurement information;
• corporate member referrals;
• support in developing, expanding and/or promoting corporate minority business development programs; and
• business activities such as the “Virginia Business Opportunity Fair” and regional events.

For more information, contact:

Virginia Minority Supplier Development Council, Northern Virginia Regional Office*
8200 Jones Branch Drive
McLean, VA 22102
Tel: 703-903-3431; Fax: 703-903-2244
www.vmsdc.org

* located within Federal Home Loan Mortgage Association (Freddie Mac) offices
Services

Community Business Partnership
See pages 110-111.

Fairfax County Economic Development Authority (FCEDA)
FCEDA works to promote a positive business environment for small, minority- and woman-owned businesses in Fairfax County. It does this by participating in local chambers and other organizations serving small and minority businesses and conducting liaison and outreach services to local businesses and groups. FCEDA also provides start-up assistance, site location information and services, and demographic and business data.

FCEDA provides business counseling services through an arrangement with SCORE, a U.S. Small Business Administration initiative. A SCORE counselor is available, by appointment only, every Wednesday and Thursday at the FCEDA offices in Tysons Corner. Appointments with the SCORE representative are for one hour and must be scheduled in advance.

The FCEDA also offers a number of entrepreneur workshops throughout the year, including Entrepreneurship 101: Starting a Business in Fairfax County, Procurement Academy, Exporting 101, and Marketing Communications Essentials.

For more information, contact:
Fairfax County Economic Development Authority
8300 Boone Boulevard, Suite 450
Tysons Corner, VA 22182
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269
E-mail: info@fceda.org
www.fairfaxcountyeda.org

Women’s Business Center of Northern Virginia
7001 Loisdale Road, Suite C
Springfield, VA 22150
Tel: 703-768-1440; Fax: 703-768-0547
E-mail: info@cbponline.org
www.wbcnova.org

Fairfax County Small Business Commission
See page 99.
Mason Enterprise Center
See pages 113-114.

SCORE
See page 111.

U.S. Small Business Administration (SBA)
SBA was created to aid, counsel, assist and protect the interests of small business concerns. SBA offers a range of financing programs (see pages 24, 30-32) and procurement-related programs (see pages 93-95).

For more information, contact:
U.S. Small Business Administration – Metropolitan D.C. District Office
740 15th Street, NW, Suite 300
Washington, D.C. 20005-3544
Tel: 202-272-0345; TTY: 800-877-8339; Fax: 202-272-0270
SBA Answer Desk: 800-827-5722
General Web site: www.sba.gov
Washington, D.C., District Office: www.sba.gov/dc

Virginia Department of Minority Business Enterprise (DMBE)
DMBE promotes the growth and development of the state’s minority business sector and increases contracting opportunities for certified small, woman-owned and minority-owned businesses. Services include assisting with the development of marketing strategies, administering a certification program and maintaining an online list of procurement opportunity events.

For more information, contact:
Virginia Department of Minority Business Enterprise
1111 East Main Street Suite 300
Richmond, VA 23219
Tel: 804-786-6585; Fax: 804-786-9736
www.dmbe.virginia.gov

Note: On January 1, 2014, the Virginia Department of Minority Business Enterprise and the Virginia Department of Business Assistance will be abolished and replaced by the Virginia Department of Small Business and Supplier Diversity.

Virginia Minority Supplier Development Council
See page 128.

Virginia Small Business Development Center (SBDC) Network
The Virginia SBDC Network provides business assistance, counseling and training to growing companies and aspiring entrepreneurs. One-on-one counseling and business courses are available in the areas of start-up, sources of capital, accounting, management, marketing and business planning. Services are available at five northern Virginia locations:

Fairfax
Northern Virginia Small Business Development Center
George Mason University
4031 University Drive, Suite 200
Fairfax, VA 22030
Tel: 703-277-7747; Fax: 703-277-7722
E-mail: help@sbd.org
www.sbd.org

Community Business Partnership
South Fairfax Business Resource Center
7001 Loisdale Road, Suite C
Springfield, VA 22150
Tel: 703-768-1440; Fax: 703-768-0547
E-mail: info@cbponline.org
www.cbponline.org

Women’s Business Center of Northern Virginia
The Women’s Business Center of Northern Virginia provides women (especially minority and socially disadvantaged women) with the training, assistance and support needed to start and expand their own businesses. The center is a program of the Community Business Partnership (see pages 28, 38 and 110).

For more information, contact:
Women’s Business Center of Northern Virginia
7001 Loisdale Road, Suite C
Springfield, VA 22150
Tel: 703-768-1440; Fax: 703-768-0547
E-mail: info@wbcnova.org
www.cbponline.org

TOURISM

Fairfax County Convention and Visitors Corporation
The Fairfax County Convention and Visitors Corporation (Visit Fairfax) assists businesses and leisure travelers planning to visit Fairfax County and promotes the county as a premier travel destination under the brand identity “Fairfax County, Virginia, Connect with America.”

Visit Fairfax provides information on lodging options, local retail shopping centers and restaurants, local historical and cultural attractions and recreation options. The FXVA.com Web site offers vacation planning tools, a virtual tour of Fairfax County, and a variety of travel packages and promotions.

In addition, Visit Fairfax offers a range of services for meeting planners, tour operators, sports event organizers, travel agents and film producers, including:

- assisting tour operators with hotel selection and itinerary planning;
• assisting meeting planners with site selection and convention servicing;
• providing tours for travel writers, tour operators and travel agents;
• assisting film producers with location selection;
• serving as liaison between film producers and Fairfax County agencies and local business suppliers; and
• providing photographs, slides and video.

Visit Fairfax operates a Visitors Center at Tysons Corner Center. Visitors Center travel counselors provide information on area recreational and historical attractions, as well as hotel accommodations.

For more information, contact:
Visit Fairfax
3702 Pender Drive, Suite 420
Fairfax, VA 22030
Tel: 703-790-0643; Fax: 703-790-5097
E-mail: info@fxva.com
www.fxva.com

Fairfax County Visitors Center
Tysons Corner Center
1961 Chain Bridge Road
McLean, VA 22102
Tel: 703-752-9500; Fax: 703-448-3043

Virginia Tourism Corporation
The Virginia Tourism Corporation (VTC) is responsible for supporting, maintaining and expanding the commonwealth’s domestic and international inbound tourism, and its motion picture production industries through the Virginia Film Office. VTC works with Virginia’s public and private tourism sectors as well as key strategic partners.

For more information, contact:
Virginia Tourism Corporation
901 East Byrd Street
Richmond, VA 23219
Tel: 804-545-5500; Toll-free: 800-847-4882; Fax: 804-545-5501
www.vatc.org
Travel information: www.virginia.org

OTHER SERVICES AND RESOURCES

Arts

Arts Council of Fairfax County
The Arts Council of Fairfax County is dedicated to fostering a dynamic and diverse
local arts presence and participation. It serves as an information source and advocate for the arts in Fairfax County.

The Arts Council awards more than $500,000 in grants to Fairfax County arts organizations and artists who collectively participated in 4,065 performances, exhibitions, community partnerships and educational activities attended by nearly 1.8 million people.

The Arts Council presents the International Children’s Festival, a renowned international arts education experience held at Wolf Trap National Park for the Performing Arts. It also conducts two programs serving Fairfax County Public Schools and other local educational organizations: Creative Arts Programs, which provide high-quality performances and arts programs for more than 200,000 students, and Video Fairfax, a film and new media program for students in grades K-12. The council also conducts management and governance workshops for arts organizations and artists.

For more information, contact:
Arts Council of Fairfax County
10604 Judicial Drive
Fairfax, VA 22030
Tel: 703-642-0862; TTY: 711; Fax: 703-277-1085
E-mail: info@artsfairfax.org
www.artsfairfax.org

Child Care

Fairfax County Office for Children

The Fairfax County Office for Children, an early childhood education agency, provides direct and support services to meet the child care needs of families employed or living in Fairfax County. The office helps parents find child care, provides information on paying for child care, and offers training seminars for working parents and child care providers. The agency also administers the Head Start and Early Head Start programs and offers school-age child care (SACC) programs at most county elementary schools.

Additionally, the Fairfax County Office for Children inspects and issues permits to home child care facilities (see page 50) and provides other programs to advance the care, education and healthy development of children from birth to intermediate-school age.

Fairfax County Employer Child Care Council

A program of the Office for Children, the Fairfax County Employer Child Care Council is a public-private partnership created in 1987 by the Board of Supervisors to promote business involvement in child care at the workplace and in the community. Council members represent companies in the county who are leaders in supporting child care. The council provides information to employers and employees about successful child care benefit options and effective implementation strategies. It also engages the business community to fund initiatives to build the supply and quality of child care in Fairfax County.
Consumer Affairs

Virginia Office of the Attorney General

The attorney general enforces state and federal consumer protection laws, keeping Virginians safe from things like identity theft, consumer fraud and telemarketing scams, and enforces antitrust laws that protect businesses and consumers from behavior that defeats healthy competition. The attorney general also provides consumer alerts and educational materials that are designed to increase consumer awareness of scams, and help citizens protect themselves.

The Consumer Protection section of the attorney general’s office serves as the central clearinghouse for the receipt, evaluation, investigation, and referral of consumer complaints. Complaints are either assigned within the section or referred to the appropriate local, state or federal agency having specific jurisdiction. The section also offers alternative dispute resolution services. When there is a pattern of deception or other wrongdoing, the attorney general is authorized to take action to stop the illegal conduct, and, where appropriate, seek refunds for affected consumers.

For more information, contact:

Office of the Attorney General
900 East Main Street
Richmond, VA 23219
Tel: 800-552-9963 (if calling from Virginia); 804-786-2042 (from outside Virginia)
Fax: 804-225-4378
www.ag.virginia.gov

Better Business Bureau

The Better Business Bureau of Metro Washington DC & Eastern Pennsylvania is a private nonprofit organization supported by member businesses. The bureau provides reports about both member and nonmember businesses and charitable organizations located in the Washington, D.C., area, including Fairfax County. The bureau also monitors advertising and selling practices, provides information on fraudulent and harmful practices in the marketplace, and serves as a neutral third party to help settle disputes between consumers and businesses.
For more information, contact:
Better Business Bureau of Metro Washington DC & Eastern Pennsylvania
1411 K Street, NW, Suite 1000
Washington, D.C. 20005
Tel: 202-393-8000; Fax: 202-393-1198
E-mail: info@mybbb.org
http://dc-easternpa.bbb.org

Fairfax County Department of Cable Communications and Consumer Protection
The Consumer Affairs Branch mediates and investigates consumer complaints against businesses, tenant-landlord disputes, and cable issues if the transaction occurred in Fairfax County. Services offered by this branch include answering advice inquiries, assisting consumers with pre-purchase information, and providing community outreach presentations for schools, businesses, senior citizens, and homeowner associations.

For more information, contact:
Fairfax County Department of Cable Communications and Consumer Protection
12000 Government Center Parkway, Suite 433
Fairfax, VA 22035-0047
Tel: 703-222-8435; TTY: 711; Fax: 703-324-3900
www.fairfaxcounty.gov/dccs

Crime Prevention

Fairfax County Police Department
The Fairfax County Police Department offers a variety of on-site services and information to businesses in Fairfax County. This includes Business Watch, a program that teaches businesses how to work together to prevent crime. As part of this program, the department’s Crime Prevention Unit meets with area businesses to discuss methods for preventing burglaries, shoplifting, vandalism and other criminal activities. The unit also provides security and safety inspection services, security surveys, crime prevention materials and training sessions to businesses.

For more information, contact the crime prevention officers at the closest police district station:
The TTY number for all police stations is 711.

Fair Oaks District Station
12300 Lee-Jackson Memorial Highway
Tel: 703-591-0966

Franconia District Station
6121 Franconia Road
Tel: 703-922-0889

Mason District Station
6507 Columbia Pike
Tel: 703-256-8035

McLean District Station
1437 Balls Hill Road
Tel: 703-556-7750

For more information, also contact:
Fairfax County Police Department
**Fire Safety**

**Fairfax County Fire and Rescue Department**

In addition to emergency response, the Fairfax County Fire and Rescue Department provides the following services to businesses:

**Fire Prevention**

The mission of the Fire and Rescue Department’s Fire Prevention Division (i.e., Office of the Fire Marshal) is to prevent the inception or recurrence of fire and hazardous conditions by providing fire prevention and hazardous materials-related educational, enforcement, inspection, investigative, plans review, and technical services to the businesses, industries, residents, and visitors of Fairfax County and the towns of Clifton, Herndon, and Vienna.

*For more information about fire prevention, contact:*

Fairfax County Fire and Rescue Department  
Office of the Fire Marshal  
10700 Chain Bridge Road  
Fairfax, VA 22030  
Tel: 703-246-4800; TTY: 711  
Engineering Plans Review Branch: 702-246-4806  
Fire Inspections Branch: 703-246-4849  
Fire Protection Systems Branch: 703-346-4821  
Fire and Hazardous Materials Investigative Services: 703-246-4386  
www.fairfaxcounty.gov/fr/prevention

**Life Safety Education**

The Public Affairs and Life Safety Education Section fulfills the Fire and Rescue Department’s obligation of keeping the citizens and the community of Fairfax County informed about its policies, procedures, and operations. Additionally, the Section provides comprehensive fire and life-safety programs that include elementary schools and various special-needs groups. The section also publishes the Department’s newsletter, Line Copy, the Annual Report, fire and safety-related publications, and news releases.
For more information about life safety education and the Fire and Rescue Department, contact:
Public Affairs and Life Safety Education Section
Fairfax County Fire and Rescue Department
4100 Chain Bridge Road
Fairfax, VA 22030
Tel: 703-246-3801 or TTY 711
www.fairfaxcounty.gov/fire

Legal

Fairfax Bar Association
The Fairfax Bar Association is a voluntary organization representing attorneys practicing in Virginia, the District of Columbia and Maryland. The Fairfax Bar provides a lawyer referral and information service.

For more information, contact:
Fairfax Bar Association
Lawyer Referral and Information Service
4110 Chain Bridge Road, Suite 216
Fairfax, VA 22030
Tel: 703-246-2740; Fax: 703-273-1274
E-mail: fba@fairfaxbar.org
www.fairfaxbar.org

Virginia Bar Association
The Virginia Bar Association provides a referral service available to businesses.

For more information, contact:
Virginia State Lawyer Service
707 East Main Street, Suite 1500
Richmond, VA 23219
Tel: 804-775-0500; TTY: 804-775-0502; Fax: 804-775-0501
www.vsb.org/vlrs

Meeting Planning/Travel
See Tourism, pages 131-132.

Social Services Information

Fairfax County Department of Administration for Human Services
The Fairfax County Department of Administration for Human Services works to improve the quality of life of county residents by:
• integrating access to a wealth of social services at both the county and neighborhood levels;
• building the community’s capacity to provide services;
• raising public awareness of available resources;
• strengthening public services to meet community needs; and
• promoting strategic partnerships and collaboration among both public- and private sector agencies.

For more information, contact:
Fairfax County Department of Administration for Human Services
12011 Government Center Parkway, Suite 942
Fairfax, VA 22035
Tel: 703-324-5630; TTY: 711; Fax: 703-324-7572
www.fairfaxcounty.gov/admin
Human Resources Guide: www.fairfaxcounty.gov/hsrg

Transportation
Fairfax County’s transportation system links residents and businesses with commercial hubs and cultural attractions throughout the Washington, D.C., metropolitan area and the world.

Air Transportation

Airports
Air access to Fairfax County is available through Washington Dulles International Airport and nearby Ronald Reagan Washington National Airport. Both airports, which are governed by the Metropolitan Washington Airports Authority, provide commercial and commuter service. Air cargo shipping is available through Dulles International.
General aviation (private and corporate) is available at Dulles International and Reagan National.

For more information, contact:
Metropolitan Washington Airports Authority
1 Aviation Circle
Washington, D.C. 20001-6000
Media Relations: 703-417-8370
Airport services: 703-417-8000
Contracting opportunities: 703-417-8672
Air cargo shipping: 703-417-8754
Other information: 703-417-8600
www.metwashairports.com

Washington Airports Task Force (WATF)
WATF is a nonprofit membership organization composed of more than 1,000 regional business, civic, government and travel industry leaders dedicated to promoting the expansion and enhancement of aviation services. The task force promotes the growth of passenger, cargo and general aviation services at Washington
Dulles International Airport and Ronald Reagan Washington National Airport.

**For more information, contact:**
Washington Airports Task Force  
44701 Propeller Court, Suite 100  
Washington Dulles International Airport  
Dulles, VA 20166  
Tel: 703-572-8714; Fax: 703-572-8418  
www.washingtonairports.com

**Bus and Passenger Rail Service**

**Washington Metropolitan Area Transit Authority (WMATA)**
WMATA operates the Metro system, an interconnected rail and bus network serving the greater Washington, D.C., area. The Metrobus system connects with Metrorail stations and other regional bus service providers.

Five Metrorail stations are located in Fairfax County: West Falls Church/VT-UVA, Dunn Loring/Merrifield and Vienna/Fairfax-GMU on the Orange Line; Huntington on the Yellow Line and Franconia-Springfield on the Blue Line. All Fairfax County Metrorail stations offer park-and-ride facilities for Metro users. The Franconia-Springfield Metrorail station also includes a connection with the Virginia Railway Express (VRE) commuter express line and Greyhound-Trailways bus service.

The first phase of Metro’s 23-mile Silver Line is scheduled to open in early 2014. It will include four stations in Tysons Corner—McLean, Tysons Corner, Greensboro and Spring Hill—and the Wiehle-Reston East station in Reston. Phase two of the Silver Line, which will include stations in Reston and Herndon, at Washington Dulles International Airport and in eastern Loudoun County, is expected to be completed in 2019.

**For schedules or other information, contact:**
Washington Metropolitan Area Transit Authority  
600 5th Street, NW  
Washington, D.C. 20001  
Schedule information: 202-637-7000  
Administrative offices: 202-962-1234  
TTY: 202-638-3780  
www.wmata.com  
Metrorail extension to Dulles: www.dullesmetro.com

**Other Bus Service Providers**

**Fairfax Connector**  
Fairfax County Transit Information Center  
2055 Government Center Parkway, Suite 1034  
Fairfax, VA 22035  
Tel: 703-339-7200; TTY: 703-339-1608  
www.fairfaxcounty.gov/connector  
Email: fairfaxconnector@fairfaxcounty.gov
FASTRAN
FASTRAN bus service, available to residents of Fairfax County and the cities of Falls Church and Fairfax, provides transportation for individuals unable to use traditional fixed transit routes due to a disability or inaccessibility of facilities where they live.

12011 Government Center Parkway, Suite 1050
Fairfax, VA 22035
Tel: 703-222-9764; TTY: 703-324-7079 Fax: 703-803-8166
www.fairfaxcounty.gov/rec/Fastran

Greyhound-Trailways
Greyhound Lines, Inc.
P.O. Box 660362
Dallas, TX 75266-0689
Fare, schedule information and ordering tickets: 800-231-2222
Charter sales and service: 800-454-2487
Commercial services and corporate travel: 800-440-7712
TTY: 1-800-345-3109
www.greyhound.com

Loudoun County Office of Transportation Services
Loudoun County Transit operates rush hour service from park and ride lots in Loudoun to destinations that include Tysons Corner, the West Falls Church Metro Station, Rosslyn, the Pentagon, and Washington, D.C.

1 Harrison Street, SE, 4th floor
Mail Stop 69
Leesburg, VA 20175
Tel: 703-737-8624

Potomac and Rappahannock Transportation Commission (PRTC)
PRTC, a multi-jurisdictional agency, provides commuter bus service along Interstates 96 and 66 corridors to points north. Its OmniRide Tysons Express buses make four morning trips from the Woodbridge VRE Station in Prince William County to Tysons Corner. Four afternoon/evening buses return to Woodbridge.

14700 Potomac Mills Road
Woodbridge, VA 22192
Tel: 703-730-6664
www.prtctransit.org

Reston Internal Bus Service (RIBS) and Tysons Shuttle
Transportation Management Services, Inc.
1760 Reston Parkway, Suite 513
Reston, VA 20190
Tel: 703-435-5465; TTY:711; Fax: 703-435-4465
www.linkinfo.org

Virginia Railway Express (VRE)
VRE, a transportation partnership of the Northern Virginia and the Potomac and Rappahannock Transportation Commissions, operates a commuter rail service in
northern Virginia. Two VRE lines run through Fairfax County—from Fredericksburg to Union Station in Washington, D.C., and from Manassas to Union Station.

**For schedules and fare information, contact:**
Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314-2730  
Tel: 703-684-1001; TTY: 711; Fax: 703-684-1313  
www.vre.org

**Amtrak**

The national rail passenger service stops at the Virginia Railway Express station in Burke. Fairfax County employees and residents have easy access to Amtrak service, with road, bus and subway connections to Amtrak’s Union Station in Washington, D.C.

In addition to regular passenger train service, Amtrak operates the Auto Train from Lorton in southeastern Fairfax County. It is the only service of its kind in the U.S. and travels to Sanford (near Orlando), Fla., daily.

**For schedules and fare information, contact:**
Amtrak  
60 Massachusetts Avenue, NE  
Washington, D.C. 20002  
Tel: 800-872-7245  
www.amtrak.com

**Employer Transportation Assistance**

The Fairfax County Employer Services Program provides free assistance to employers to implement on-site programs for employees seeking alternative ways to commute to work. The program can assist employers with transportation assessments, ride matching and other services.

**For more information, contact:**
Fairfax County Department of Transportation  
Employer Services Program  
4050 Legato Road, 4th Floor  
Fairfax, VA 22033-2867  
Tel: 703-877-5600; TTY: 711; Fax: 703-877-5638  
www.fairfaxcounty.gov/fcdot/employer.htm

**Road Construction—Planning, Traffic Counts**

An extensive primary and secondary road system of more than 2,500 miles connects communities within Fairfax County. The majority of these roads are constructed and maintained by the Virginia Department of Transportation (VDOT). VDOT also performs traffic counts on interstate, arterial, primary and secondary routes in the county. Additionally, the Fairfax County Department of Transportation provides information on county plans affecting roads and highways, and guidance on construction proposals.
For more information, contact:

**Construction—Planning**
Fairfax County Department of Transportation
4050 Legato Road, 4th Floor
Fairfax, VA 22033-2867
Tel: 703-877-5600; TTY:703-324-1102 Fax: 703-877-5723
www.fairfaxcounty.gov/fcdot

**Construction—Planning, Permits, Route Numbers**
Virginia Department of Transportation
Northern Virginia District Headquarters
Fairfax Permits Office
4975 Alliance Drive
Fairfax, VA 22030
Tel: 703-259-1773; Fax: 703-383-2843
www.virginiadot.org/business/fairfax-permits-main.asp

**Traffic Engineering—Signals, Signs, Traffic Counts**
Virginia Department of Transportation
4975 Alliance Drive
Fairfax, VA 22030
Tel: 703-383-2400; Fax: 703-815-3120

**Shipping—Marine and Inland Ports**

Within a three-hour drive of Fairfax County is one of the finest natural harbors in the world. Hampton Roads, a marine terminal complex and foreign trade zone in southeastern Virginia, consists of three ice-free ports (Norfolk, Portsmouth and Newport News) capable of handling large volumes of cargo. This terminal extends 220 miles inland through the Virginia Inland Port in Warren County, 50 miles west of Fairfax County. A rail-truck transfer facility is connected with the marine terminal complex via direct, dedicated rail service.

**For more information, contact:**
Virginia Port Authority
600 World Trade Center
Norfolk, VA 23510
Tel: 800-446-8098; Fax: 757-683-8500
www.portofvirginia.com

**Volunteerism**

**Leadership Fairfax, Inc.**

Leadership Fairfax, Inc. (LFI) is a not-for-profit organization that provides programs to develop current and emerging leaders at the county, state and regional level.
For more information, contact:
Leadership Fairfax, Inc.
8230 Old Courthouse Road, Suite 350
Vienna, VA 22182
Tel: 703-752-7555; Fax: 703-556-6733
www.leadershipfairfax.org

Fairfax County Office of Public Private Partnerships (OP3)
OP3 creates and develops public-private partnerships to stimulate positive change in the community, and encourage civic involvement and responsibility. See page 106 for more information.

Fairfax County Public Schools (FCPS) – Business and Community Partnerships
FCPS Business and Community Partnerships develops, promotes and coordinates collaborative efforts between the business community and the schools to create and foster relationships beneficial to schools and the overall community. See pages 67 and 107 for more information.

Volunteer Fairfax
Volunteer Fairfax matches the skills and interests of volunteers and donors to the needs of more than 700 local nonprofit organizations.

For more information, contact:
Volunteer Fairfax
10530 Page Avenue
Fairfax, Virginia 22030
Tel: 703-246-3460; TTY: 711; Fax: 703-246-4662
E-mail: volsrus@volunteerfairfax.org
www.volunteerfairfax.org

REFERENCE MATERIALS
Following is a list of other publications that may be of special interest or use to business owners.

Business Formation, Registration and Licensing


Business Financing


Business Taxes


Questions and Answers about the Business, Professional and Occupational Licensing Tax, Fairfax County Department of Tax Administration, 703-222-8234, www.fairfaxcounty.gov/hta/busini_obtain_faq.htm

State and Local Business Tax Summary, Fairfax County Economic Development Authority, 703-790-0600, www.fairfaxcountyeda.org/taxes


Business Services and Resources


International Business


Beyond Virginia (quarterly newsletter), Virginia Economic Development Partnership, Division of International Trade, 804-545-5752, http://exportvirginia.org/resources2/publications/newsletter

Procurement


Procurement Opportunities in Fairfax County, Fairfax County Economic Development Authority, 703-790-0600, www.fairfaxcountyeda.org/contracting-and-procurement

Procurement with the Fairfax County government, Fairfax County Department of Purchasing and Supply Management, 703-324-3201, www.fairfaxcounty.gov/dpsm

Small, Minority- and Woman-Owned Businesses

Business Ventures (quarterly newsletter), Fairfax County Economic Development Authority, 703-790-0600, www.fairfaxcountyeda.org/business-ventures


Small Business Online Datebook, Fairfax County Economic Development Authority, www.fairfaxcountyeda.org/small-business-datebook

Quick Telephone Reference

- Licenses, Permits and Regulations
- Tax Requirements
- Motor Vehicle Requirements
## LICENSES, PERMITS AND REGULATIONS

<table>
<thead>
<tr>
<th>License/Permit/Regulation</th>
<th>Who Must Comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Pollution Control/ Facilities emitting gases or particles into the air Facilities with specified air emission units (incinerators, dry cleaners, certain fuel burners, etc.) Facilities using or operating with any hazardous material (physical, chemical, health or other)</td>
<td><strong>Fairfax County</strong> Department of Health, Air Quality Section 47-48 <strong>Virginia</strong> Department of Environmental Quality (incinerators, dry cleaners, certain fuel burners, etc.) 703-583-3800; TTY: 711  Facilities using or operating with any hazardous material (physical, chemical, health or other) 703-246-4849; TTY: 711</td>
</tr>
<tr>
<td>Alcoholic Beverage Licenses</td>
<td>All retail outlets selling alcoholic beverages</td>
</tr>
<tr>
<td>Building Permits</td>
<td>Those erecting or modifying building structures</td>
</tr>
<tr>
<td>Business, Professional and Occupational Licenses (BPOL)</td>
<td>All businesses located or operating in Fairfax County with gross receipts of at least $10,001 for the preceding year</td>
</tr>
<tr>
<td>Business Trusts</td>
<td>Those establishing a business trust in Virginia</td>
</tr>
<tr>
<td>Certificate of Authority</td>
<td>Corporations doing business in Virginia but incorporated elsewhere</td>
</tr>
<tr>
<td>Child Labor Work Permits</td>
<td>All employees</td>
</tr>
<tr>
<td>Commercial Waste Disposal Permits</td>
<td>Businesses disposing of their own generated waste; commercial disposal services</td>
</tr>
<tr>
<td>Contractor Licenses</td>
<td>Practicing electrical, mechanical (heating, ventilation and air conditioning), plumbing and home improvement contractors</td>
</tr>
<tr>
<td>Electrical Permits</td>
<td>Those installing or replacing electrical equipment</td>
</tr>
<tr>
<td>Employer Identification Number</td>
<td>Businesses required to file federal tax documents</td>
</tr>
</tbody>
</table>
### LICENSES, PERMITS AND REGULATIONS

<table>
<thead>
<tr>
<th>Who Must Comply</th>
<th>Whom to Contact</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Pollution Control</td>
<td>Fairfax County Department of Health, Air Quality Section</td>
<td>47-48</td>
</tr>
<tr>
<td>Facilities emitting gases or particles</td>
<td>703-246-2411; TTY: 711</td>
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<td>703-583-3800; TTY: 711</td>
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<td>Hazardous Materials</td>
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<td>Permits into the air</td>
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<td>Facilities with specified air emission units</td>
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<td>Alcoholics</td>
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<td>Beverage Licenses</td>
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<td>All retail outlets selling alcoholic beverages</td>
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<td>Building Permits</td>
<td>Fairfax County Department of Public Works and Environmental Services, Land Development Services</td>
<td>44</td>
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<tr>
<td>Those erecting or modifying building structures</td>
<td>703-324-1780; TTY: 711</td>
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<tr>
<td>Business, Professional and Occupational Licenses (BPOL)</td>
<td>Fairfax County Department of Tax Administration</td>
<td>78-79</td>
</tr>
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<td>All businesses located or operating in</td>
<td>703-222-8234; TTY: 703-222-7594</td>
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<tr>
<td>Virginia</td>
<td>Virginia State Corporation Commission</td>
<td>11</td>
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<tr>
<td>Certificate of Authority</td>
<td>804-371-9733; TDD: 804-371-9206</td>
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<td>Corporations doing business in Virginia but incorporated elsewhere</td>
<td>Virginia State Corporation Commission</td>
<td>11</td>
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<td>Child Labor Work Permits</td>
<td>Virginia Department of Labor and Industry, Northern Virginia Region</td>
<td>61</td>
</tr>
<tr>
<td>All employees</td>
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<td>Applications also are available at any Fairfax County high school.</td>
<td>Fairfax County Department of Public Works and Environmental Services, Solid Waste Management Program</td>
<td>48</td>
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<td></td>
<td>703-222-8234; TTY: 703-222-7594</td>
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<td>Commercial Waste</td>
<td>Fairfax County Department of Public Works and Environmental Services, Code Enforcement Branch</td>
<td>62</td>
</tr>
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<td>Businesses disposing of their own generated waste; commercial disposal services</td>
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<td>Contractor Licenses</td>
<td>Virginia Department of Professional and Occupational Regulation, Board of Contractors</td>
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</tr>
<tr>
<td>Practicing electrical, mechanical (heating, ventilation and air conditioning), plumbing and home improvement contractors</td>
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<td>Electrical Permits</td>
<td>Fairfax County Department of Public Works and Environmental Services, Land Development Services</td>
<td>44</td>
</tr>
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<td>Those installing or replacing electrical equipment</td>
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<td>Virginia</td>
<td>Virginia Department of Professional and Occupational Regulation, Board of Contractors</td>
<td>61</td>
</tr>
<tr>
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<td>U.S. Internal Revenue Service</td>
<td>Fairfax County Department of Public Works and Environmental Services, Land Development Services</td>
<td>44</td>
</tr>
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<td>800-829-4933; TTY: 800-829-4059</td>
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</tr>
</tbody>
</table>

Fairfax County Economic Development Authority
<table>
<thead>
<tr>
<th>License/Permit/Regulation</th>
<th>Who Must Comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department Inspections</td>
<td>Those erecting or modifying building structures</td>
</tr>
<tr>
<td>Food Service Permits</td>
<td>All food establishments 703-246-2444; TTY: 711</td>
</tr>
<tr>
<td>Franchise Registration</td>
<td>Franchise businesses operating in Virginia</td>
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<tr>
<td>Hazardous Materials</td>
<td>Facilities using/operating with any hazardous material (physical, chemical, health or other)</td>
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<tr>
<td>Home Child Care Facility Permits</td>
<td>Persons providing child care at home who are not licensed by Virginia to provide such care</td>
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<tr>
<td>Home Occupation Permits</td>
<td>Businesses located at residential addresses</td>
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<td>Incorporation</td>
<td>Organizations forming corporations in Virginia</td>
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<tr>
<td>Limited Liability Companies</td>
<td>Those establishing a limited liability company in Virginia</td>
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<tr>
<td>Mechanical Permits</td>
<td>Those installing or replacing mechanical equipment</td>
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<tr>
<td>Non-Residential Use Permits (Non-RUP)</td>
<td>Those building new office buildings or changing the use of building(s)</td>
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<tr>
<td>Occupational Business Licenses</td>
<td>Occupations and professions that require licensure at the local, state and/or federal level</td>
</tr>
<tr>
<td>Partnerships</td>
<td>Those establishing a business partnership in Virginia</td>
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<tr>
<td>Plumbing Permits</td>
<td>Those installing or replacing plumbing equipment</td>
</tr>
<tr>
<td>Recycling</td>
<td>Owners of office buildings or complexes with 200+ occupants; owners of other business properties generating 100+ tons of solid waste/year</td>
</tr>
<tr>
<td>Sole Proprietorships</td>
<td>Sole owners of businesses</td>
</tr>
<tr>
<td>Whom to Contact</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Fairfax County Fire and Rescue Department, Office of the Fire Marshal</td>
<td>46</td>
</tr>
<tr>
<td>703-246-4849, TTY: 711</td>
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<tr>
<td>Fairfax County Department of Health</td>
<td>15-16</td>
</tr>
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<td>Virginia State Corporation Commission</td>
<td>10</td>
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<td>804-371-9051; TTY: 703-371-9206</td>
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<td>Fairfax County Fire and Rescue Department, Office of the Fire Marshal</td>
<td>46</td>
</tr>
<tr>
<td>703-246-4849, TTY: 711</td>
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<tr>
<td>Fairfax County Department of Family Services, Office for Children</td>
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<td>703-324-8100; TTY: 711</td>
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<tr>
<td>Providers who will care for six or more children should call the Virginia Department of Social Services, Fairfax Licensing Office at 703-934-1505.</td>
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<td>Fairfax County Department of Planning and Zoning</td>
<td>42-43</td>
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<td>12</td>
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<td>Fairfax County Department of Public Works and Environmental Services, Land Development Services</td>
<td>44</td>
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<td>Fairfax County Department of Planning and Zoning</td>
<td>43</td>
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<tr>
<td>703-222-1082, TTY: 711</td>
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<tr>
<td>Multiple agencies</td>
<td>61-62</td>
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<tr>
<td>Virginia State Corporation Commission</td>
<td>12</td>
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<td>804-371-9733; TTY: 804-371-9206</td>
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<td>Fairfax County Department of Public Works and Environmental Services, Land Development Services</td>
<td>44</td>
</tr>
<tr>
<td>703-324-1780; TTY: 711</td>
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<tr>
<td>Fairfax County Solid Waste Management Program</td>
<td>48</td>
</tr>
<tr>
<td>703-324-5230, TTY: 711</td>
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<td>Virginia State Corporation Commission</td>
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</table>
### License/Permit/Regulation

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<thead>
<tr>
<th>License/Permit/Regulation</th>
<th>Who Must Comply</th>
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<tbody>
<tr>
<td>Taxicab and Solicitors Licenses</td>
<td>Taxicab operators/drivers, precious metal dealers, massage parlor operators, gun dealers and pawnbrokers</td>
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<tr>
<td>Trade Name Registration</td>
<td>Businesses operating under a trade or fictitious name</td>
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<tr>
<td>Trademark Registration</td>
<td>Any person who owns/uses a trademark in Virginia</td>
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<tr>
<td>Wastewater Discharge Permits</td>
<td>Any facility emitting potentially harmful substances through the wastewater system</td>
</tr>
<tr>
<td>Workers’ Compensation Insurance</td>
<td>Companies with three or more employees</td>
</tr>
<tr>
<td>Miscellaneous Fairfax County Business Licenses</td>
<td>Operators of health spas, commercial swimming pools, auto graveyards, etc.</td>
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### TAX REQUIREMENTS

<table>
<thead>
<tr>
<th>License/Permit/Regulation</th>
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<tbody>
<tr>
<td>Annual Corporate Registration Fee</td>
<td>All incorporated businesses conducting business in Virginia (domestic and foreign)</td>
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<tr>
<td>Business Personal Property Tax</td>
<td>All businesses in Fairfax County</td>
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<tr>
<td>Business, Professional and Occupational License Tax (BPOL)</td>
<td>All businesses in Fairfax County with gross receipts of at least $10,001 for the preceding year</td>
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<tr>
<td>Consumer Utilities Taxes (local)</td>
<td>All commercial operations utilizing telephone, gas and/or electricity</td>
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<tr>
<td>Corporate Income Tax</td>
<td>All corporations in Virginia</td>
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<tr>
<td>Employer Withholding</td>
<td>Employers with one or more employees</td>
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<tr>
<td>License/Permit/Regulation</td>
<td>Who Must Comply</td>
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<td>Taxicab and Solicitors Licenses</td>
<td>Taxicab operators/drivers, precious metal dealers, massage parlor operators, gun dealers and pawnbrokers</td>
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<td>Wastewater Discharge Permits</td>
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<td>Workers’ Compensation</td>
<td>Companies with three or more employees</td>
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**TAX REQUIREMENTS**

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<thead>
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<th>License/Permit/Regulation</th>
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<tbody>
<tr>
<td>Annual Corporate Registration Fee</td>
<td>All incorporated businesses conducting business in Virginia (domestic and foreign)</td>
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<td>Business Personal Property Tax</td>
<td>All businesses in Fairfax County</td>
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<td>Business, Professional and Occupational License Tax (BPOL)</td>
<td>All businesses in Fairfax County with gross receipts of at least $10,001 for the preceding year</td>
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<tr>
<td>Consumer Utilities Taxes (local)</td>
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<tr>
<td>Corporate Income Tax</td>
<td>All corporations in Virginia</td>
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<tr>
<td>Employer Withholding</td>
<td>Employers with one or more employees</td>
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<td>U.S. Internal Revenue Service</td>
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<td>Limited Liability Companies</td>
<td>Limited liability companies operating in Virginia</td>
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<td>Limited Partnerships and Limited Liability Partnerships</td>
<td>Limited Partnerships and Limited Liability Partnerships operating in Virginia</td>
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<td>Real Property Tax</td>
<td>Real property owners</td>
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<td>Sales and Use Tax</td>
<td>Businesses and individuals making certain purchases</td>
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<td>Sole Proprietorships</td>
<td>Sole proprietors operating in Virginia</td>
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<tr>
<td>Unemployment Insurance Taxes</td>
<td>Businesses employing one or more persons for 20 or more weeks during a calendar year, or if they pay wages of $1,500 or more during a calendar quarter</td>
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<tr>
<td>Utility Consumption Tax (state)</td>
<td>All commercial operations using natural gas and electricity</td>
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### MOTOR VEHICLE REQUIREMENTS

<table>
<thead>
<tr>
<th>License/Permit/Regulation</th>
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<tbody>
<tr>
<td>Motor Vehicle Emissions Inspections</td>
<td>Vehicles housed in Fairfax County</td>
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<tr>
<td>Motor Vehicle Personal Property Tax</td>
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</tr>
<tr>
<td>Motor Vehicle Registration</td>
<td>Vehicles housed in Virginia</td>
</tr>
<tr>
<td>Motor Vehicle Safety Inspections</td>
<td>Vehicles housed in Fairfax County</td>
</tr>
<tr>
<td>Whom to Contact</td>
<td>Page</td>
</tr>
<tr>
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<td>12, 82</td>
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<tr>
<td>Virginia State Corporation Commission</td>
<td>82</td>
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<td>804-371-9733, TDD: 804-371-9206</td>
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<tr>
<td>Virginia Department of Taxation</td>
<td>80-82</td>
</tr>
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<td>804-367-8037; TTY: 711</td>
<td></td>
</tr>
<tr>
<td>Fairfax County Department of Tax Administration</td>
<td>87-88</td>
</tr>
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<td>88</td>
</tr>
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<td>81</td>
</tr>
<tr>
<td>804-367-8037, TTY: 711</td>
<td></td>
</tr>
<tr>
<td>Virginia Employment Commission (VEC)</td>
<td>84-85</td>
</tr>
<tr>
<td>804-786-1485, TTY: 711</td>
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<tr>
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<td></td>
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<td>U.S. Internal Revenue Service</td>
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<td>Virginia State Corporation Commission</td>
<td>89</td>
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<td>804-371-9480; TDD: 804-371-9206</td>
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</table>

<table>
<thead>
<tr>
<th>Whom to Contact</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Department of Environmental Quality</td>
<td>17</td>
</tr>
<tr>
<td>703-583-3800, TTY: 711</td>
<td></td>
</tr>
<tr>
<td>Fairfax County Department of Tax Administration</td>
<td>17, 85-87</td>
</tr>
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<td>703-222-8234; TTY: 703-222-7594</td>
<td></td>
</tr>
<tr>
<td>Virginia Department of Motor Vehicles</td>
<td>16</td>
</tr>
<tr>
<td>804-497-7100, TTY: 800-272-9268</td>
<td></td>
</tr>
<tr>
<td>Virginia State Police</td>
<td>17</td>
</tr>
<tr>
<td>703-803-2660, TTY: 711</td>
<td></td>
</tr>
</tbody>
</table>
Index

Symbols
7(a) CAPLine Program ........................................... See Loans/Loan Guaranty: U.S. Small Business Administration
8(a) Program ......................................................... See Small Business Set-Asides
8(m) Program .......................................................... See Small Business Set-Asides
501c3 Tax Exempt Bonds ........................................ See Bond Financing: Virginia Department of Business Assistance—
Virginia Small Business Financing Authority

A
Accelerators ................................................................. See Business Incubators
Adult Education ........................................................... 7, 71-74
Air Pollution Control .................................................... 44-48, 148
Airports ................................................................ See Transportation: Air Transportation
Alcoholic Beverage Licenses ........................................ 15, 148
Americans with Disabilities Act ................................ 45-46, 60, 75

See also Equal Opportunity
Amtrak ................................................................ See Transportation: Bus and Passenger Rail Service
Annandale Chamber of Commerce .............................. 107
Apprenticeship Programs ............................................. 71
Arts Council of Fairfax County ................................... 132-133
Assistance with Choosing a Location for Your Business ........................ 37
Brokerage Firms and Real Estate Service Companies .......... 37
Fairfax County Economic Development Authority .......... 37
Southeast Fairfax Development Corporation .................. 37
Associations ................................................................ 106
Attorneys .................................................................... See Legal

B
Bar Associations ........................................................... See Legal
Basic 7(a) Loan Guaranty Program ................................... See Loans/Loan Guaranty: U.S. Small Business Administration
Better Business Bureau ............................................... See Consumer Affairs
Blight Abatement ......................................................... See Revitalization Tax Abatement Program
Bond Financing ............................................................. 21-22
Fairfax County Economic Development Authority (FCEDA) .... 21
Virginia Department of Business Assistance—Virginia Small Business Financing Authority ........ 21
BPOL ........................................................................... See Business, Professional and Occupational License (BPOL)
British American Business Council ............................... 126
Brokerage Firms and Real Estate Service Companies ............ 37
Building, Construction, Land Development Permits and Requirements ........ 44-47
Additional Requirements—Building, Site-Related Construction and Land Development... 46-47
Americans with Disabilities Act (ADA) ........................ 45-46
Building Permits .......................................................... 44, 148
Electrical, Mechanical, Plumbing and Fire Protection System Permits—Construction .......... 44-45
Land and Site Development .......................................... 44
Building Permits ......................................................... 44, 148
Business and Market Research Resources ........................ See Learn, Research and Plan: Research Resources
Business Development and Networking Resources .............. 106-116
Businesses, Forms of Ownership .................................. 7-9
Business Financing ........................................................ See Financing
Business Formation, Registration and Licensing Requirements .................. 10-17, 143
Business, Professional and Occupational License ................. 10
Corporation Registration .............................................. 11
Franchise Registration ............................................... 10
Motor Vehicle Requirements ....................................... 16-17
Non-Corporate Registration ................................ ...... 11-12
Occupational Licensing ............................................. 13
Other Licensing and Registration ................................... 15-16
Out-of-State (Foreign) Firms Transacting Business in Virginia ............ 12
Reference Materials ..................................................... 143
Registering a Business Name and Trademarks ................................................................. 14
Securities Registration ..................................................................................................... 13
Business Income Taxes .................................................................................................... 80-81
Corporations .................................................................................................................... 80, 152
“Pass-through” Entities ................................................................................................. 80
Sole Proprietorships ......................................................................................................... 81
Business Incubators ......................................................................................................... 38
Business Partnerships (Public-Private Partnerships) .......................................................... 106-107
Fairfax County Employer Child Care Council ................................................................. 133
Fairfax County Office of Public Private Partnerships (OP3) ............................................. 106, 143
Fairfax County Public Schools (FCPS)—Business and Community Partnerships ............ 107
U.S. Trade and Development Agency (USTDA) .................................................................. 125
Business Personal Property............................................................................................... See Property Taxes
Business, Professional and Occupational License (BPOL) ................................................. 10, 148
Business, Professional and Occupational License (BPOL) Tax ...................................... 78-79, 152
Exclusions and Adjustments ............................................................................................. 79
Tax Rates ........................................................................................................................ 78-79
Business Services and Resources .................................................................................... 105-148
Business Development and Networking Resources ......................................................... 106-116
Information and Market Research Resources .................................................................. 117-122
International Business Development Resources ............................................................. 122-128
Other Services and Resources ........................................................................................ 132-143
Reference Materials ........................................................................................................ 143-145
Small, Minority and Woman-Owned Business Assistance .............................................. 128-131
Tourism ............................................................................................................................. 131-132
Business Trusts ................................................................................................................ 148
Bus Services .................................................................................................................... See Transportation: Bus and Passenger Rail Service

C

Cable Television .................................................................................................................. 51
Canadian American Business Council ............................................................................. 126
Capital Attraction Program .............................................................................................. See Equity Financing: Fairfax County Economic Development Authority
Career Development/Continuing Education .................................................................. See Staffing: Training and Development Resources
Car Registration ............................................................................................................... See Motor Vehicles
Cash Collateral Program ................................................................................................. See Loans/Loan Guaranty: Virginia Department of Business Authority—Virginia Small Business Financing Authority
Center for Innovative Technology .................................................................................. 23, 25, 112-113
Central Contractor Registry .............................................................................................. See Government Procurement
Central Fairfax Chamber of Commerce ............................................................................ 107
Certificate of Authority .................................................................................................... 148
Chambers of Commerce and Business Membership Organizations ............................... 107-109
See also International Membership Organizations
Child Care .......................................................................................................................... See also Day Care Facilities
Fairfax County Office for Children .................................................................................. 133
Child Day Care Financing Program ................................................................................. See Loans/Loan Guaranty: Virginia Department of Business Assistance—Virginia Small Business Financing Authority
Child Labor ......................................................................................................................... 61
Child Labor Work Permits ................................................................................................ 148
Clifton, Town of .................................................................................................................. 36, 78, 85
Colleges and Universities ................................................................................................. See Education: Higher Education
Commercial Mission of the Embassy of Israel .................................................................. 126
Commercial Office Space (Leased or Owned) .................................................................. 39-40
Commercial Waste Collection ......................................................................................... 48, 148
Committee for Dulles ....................................................................................................... 107
Community Business Partnership ..................................................................................... 7, 27-28, 110-111, 129, 131
Business Incubation Center .............................................................................................. 38
Consumer Affairs .............................................................................................................. 134-136
Better Business Bureau .................................................................................................... 134
Fairfax County Department of Cable Communications and Consumer Protection .... 61, 135, 152
Virginia Office of the Attorney General .......................................................................... 134
Contracting ......................................................................................................................... See Government Procurement
Contractor Licenses .......................................................................................................... 148
Contract Work Hours and Safety Act, Davis-Bacon Act ................................................................. 59
Cooperative Education ...................................................................................................................... 59
               See Recruiting Resources: Fairfax County Public Schools—Internships and Cooperative Education
Corporate Income Tax .................................................................................................................... 112
               See Business Income Taxes: Corporations
Corporation Registration ............................................................................................................... 11, 150
               Annual Corporate Registration Fee ................................................................................. 152
Corporations ................................................................................................................................... 8-10, 80, 82
Crime Prevention ............................................................................................................................ 135

D
Day Care Centers ............................................................................................................................ 50-51
Defense Loan and Technical Assistance (DELTA) Program ........................................................... 116
               See Loans/Loan Guaranty: U.S. Small Business Administration
Disabled Workers ........................................................................................................................... 116
               See Americans with Disabilities Act
DMV .................................................................................................................................................. 116
               See Washington Dulles International Airport
Dulles Airport ................................................................................................................................... 108
Dulles Area Transportation Association ......................................................................................... 107
Dulles Corridor Rail Association .................................................................................................... 108
Dulles Regional Chamber of Commerce ......................................................................................... 108

E
Economic Development and Business Development ...................................................................... 110-116
               Center for Innovative Technology (CIT) ........................................................................... 112-113
               Community Business Partnership ....................................................................................... 110-111
               Fairfax County Economic Development Authority (FCEDA) .............................................. 110
               Greater Washington Board of Trade .................................................................................... 116
               SCORE ................................................................................................................................ 111
               Southeast Fairfax Development Corporation ....................................................................... 111-112
               Towns of Clifton, Herndon and Vienna .................................................................................. 112
               Virginia Department of Business Assistance (DBA) ............................................................ 114-115
               Virginia Economic Development Partnership (VEDP) ....................................................... 115-116
               Virginia Tourism Corporation ............................................................................................... 116
Economic Development Loan Fund .................................................................................................. 116
               See Loans/Loan Guaranty: Virginia Department of Business Assistance—Virginia Small Business Financing Authority
Education
Fairfax County Public Schools ......................................................................................................... 7, 71, 101
               Adult Education ...................................................................................................................... 71
               Construction Procurement .................................................................................................... 101
               Internships and Cooperative Education .............................................................................. 68-69
               Thomas Jefferson High School for Science and Technology ........................................... 69
Higher Education
George Mason University .................................................................................................................. 69-70, 72
               Northern Virginia Community College (NOVA) ................................................................ 70, 73
               Resources .............................................................................................................................. 72-74
               University of Virginia, Northern Virginia Center ............................................................... 73
               Virginia Polytechnic Institute and State University (Virginia Tech), Northern Virginia Center .. 74
EIN................................................................................................................................................... 50-51
               See Employer Identification Number
Electrical Permits ............................................................................................................................. 44, 148
Electric Power ................................................................................................................................. 44, 148
Employee Polygraph Protection Act ............................................................................................... 59
Employee Recruiting ....................................................................................................................... 59
               See Recruiting Resources
Employees and Independent Contractors ...................................................................................... 56
Employer Earned Income Tax Credit ............................................................................................... 58
Employer Identification Number ................................................................................................... 56-57, 148
Employer Taxes .............................................................................................................................. 66, 81-85
Employer Withholding ................................................................................................................... 82-83, 152
Unemployment Insurance .............................................................................................................. 84-85
Employment Eligibility/Employment of Aliens ............................................................................. 57-67
Employment Public Notice Requirements .................................................................................... 57-59
               Required Federal Posters .................................................................................................. 59
               Required State Posters ....................................................................................................... 57-58
               Employment Reporting........................................................................................................ 60
Environmental Permits and Requirements ................................................................. 47-50
Air Pollution Control .............................................................................................. 47-48
Commercial and Hazardous Waste Disposal Permits/Commercial Waste Collection ........................................... 48
Recycling Requirements ....................................................................................... 48-49
Wastewater Discharge Permits ........................................................................... 49
Well Water Supplies and Individual Sewage Disposal Systems .......................... 50
Equal Employment Opportunity ........................................................................... 59
Equal Opportunity .................................................................................................. 60
Equity Financing .................................................................................................... 22-24
Center for Innovative Technology ......................................................................... 23
Fairfax County Economic Development Authority .................................................. 22-23
Mid-Atlantic Venture Association .......................................................................... 23-24
U.S. Department of Small Business Administration .............................................. 24
eVA .......................................................................................................................... 97, 98
Executive Office Suites .......................................................................................... 38-39
Export Express Program. See Loans/Loan Guaranty: U.S. Small Business Administration
Export-Import Bank of the United States ................................................................. 33
Exporting ................................................................................................................ 31, 33, 116, 124-126, 125, 129, 144
Export Working Capital Program. See Loans/Loan Guaranty: U.S. Small Business Administration

F

Fairfax, City of ........................................................................................................ 53, 78
Fairfax County Chamber of Commerce .................................................................. 108
Fairfax County Circuit Court .................................................................................. 14, 152
Fairfax County Convention and Visitors Corporation ............................................. 131-132
Fairfax County Economic Development Authority ................................................. 2, 3, 7, 20, 21-23, 33, 37, 39, 54, 72, 74, 95, 98, 100, 103, 106, 110, 111, 117, 122-123, 129, 144, 145
Fairfax County Employer Child Care Council. See Child Care: Fairfax County Office for Children
Fairfax County Government
Administration for Human Services ........................................................................... 137-138
Countywide Service Integration & Planning Management (CSIPM) Division ................. 118
Department of Cable Communications and Consumer Protection .......................... 61, 135, 152
Department of Family Services ............................................................................... 51-52
Department of Family Services, Office for Children .............................................. 150
Department of Health ............................................................................................. 16, 47, 50, 61, 148, 150
Department of Housing and Community Development .......................................... 100-101
Department of Management and Budget ................................................................. 118
Department of Planning and Zoning ...................................................................... 41-44, 43, 54, 150
Department of Public Works and Environmental Services .................................... 44-45, 48-49, 50, 52, 60, 62, 101, 148, 152
Land Development Services .................................................................................... 45
Department of Purchasing and Supply Management ................................................. 98-99, 103
Department of Tax Administration ........................................................................... 10, 15, 61, 79, 87, 88-89, 148, 152, 154
Department of Transportation .................................................................................. 141, 142
Fairfax County Office of Public Affairs .................................................................... 117
Fire and Rescue Department ................................................................................. 45, 46, 47, 136, 148, 150
GIS & Mapping Services ......................................................................................... 119
Human Rights Commission ..................................................................................... 45, 60
Office for Children .................................................................................................. 133
Office of Public Private Partnerships ....................................................................... 106, 143
Office of Revitalization ............................................................................................ 42
Small Business Commission .................................................................................... 99, 129
Fairfax County Government Contracting ................................................................. 98-101
Contracting for Construction Projects .................................................................... 100-101
Department of Purchasing and Supply Management ............................................. 98-99
Fairfax County Economic Development Authority ................................................ 100
Fairfax Water ........................................................................................................... 100
Fairfax County Overview ....................................................................................... 1-3
Business and Employment Facts ........................................................................... 2-3
Map of Fairfax County ............................................................................................ 1
Fairfax County Park Authority .................................................................................. 101
Fairfax County Police Department .......................................................................... 135
Fairfax County Public Library. See Libraries

Doing Business in Fairfax County 161
Fairfax County Public Schools .................................. See Education: Fairfax County Public Schools
Fairfax County Recorded Information Line ..................... 117
Fairfax County Visitors Center See Tourism: Fairfax County Convention and Visitors Corporation
Fairfax County Web Site .................................................. 117-118
Fairfax Water .................................................................... 53, 100
Fair Labor Standards Act .................................................. 59
Falls Church, City of .......................................................... 53, 78
Family and Medical Leave Act ......................................... 59
FCC .................................................................................. See U.S. Government: Federal Communications Commission
FedBizOpps ...................................................................... 96
Federal Agency Offices of Small Disadvantaged Business Utilization (OSDBU) ................................................. 95
Federal Funding Assistance Program See Grants/Awards: Center for Innovative Technology
Federal Government Contracting ....................................... 92-97
Business Registration ......................................................... 92
Federal Agency Small Business Development Programs and Resources ................................................................. 93-95
Federal Market Information and Technical Assistance ................................................................. 96-97
Federal Insurance Contribution Act (FICA) ...................... 83
Federal Procurement Data System ...................................... 96
Federal Unemployment Tax (FUTA) ...................................... 84-85
FICA .................................................................................. See Federal Insurance Contribution Act (FICA)
Financing ...................................................................... 19-33, 144
Bonds ............................................................................... 21-22
Common Sources ............................................................... 20-21
Equity ............................................................................... 22-24
Grants/Awards/Incentives .................................................. 25-27
Loans/Loan Guaranty .......................................................... 27-33
Reference Materials ............................................................. 144
Fire and Rescue ................................................................. See Fairfax County Government: Fire and Rescue Department
Fire Marshal Inspections/Permits ...................................... 44-45, 46, 150
Fire Safety ......................................................................... 136
Food and Beverage Licensing ............................................. 15-16
Alcoholic Beverage Licenses ............................................. 15
Banquet Licenses ............................................................... 15
Compliance/Industry Licenses ........................................... 15
Retail Licenses ................................................................... 15
Food Service Permits ........................................................ 15-16, 150
Foreign Trade Zone See International Business Development Resources: International Foreign Trade Zone
Forms of Business Ownership See Getting Started: Choose a Form of Business Ownership
Franchise Registration ........................................................ 10, 150
French-American Chamber of Commerce of Washington, D.C. .................................................................. 126
FUTA Tax See Federal Unemployment Tax (FUTA)
FXVA See Tourism: Fairfax County Convention and Visitors Corporation

G

George Mason University See also Education: Higher Education
Career Services ................................................................... 69-70
International Business Development Program (IBDP) ................................................................. 114
Mason Enterprise Center ................................................... 40, 113-114, 129
Mentor-Protégé Program ................................................... 95, 114
Northern Virginia Small Business Development Center ........................................................................... 130
Procurement Technical Assistance Program ................................................................. 96, 114
German American Business Council .................................. 128
Getting Started ................................................................. 5-18
Choose a Form of Business Ownership ..................................... 7-9
Learn, Research and Plan .................................................... 6-7
Government Procurement .................................................. 91-103, 145
Additional Resources .......................................................... 103
Cooperative Purchasing ...................................................... 102
Fairfax County Government Contracting ............................. 98-101
Federal Government Contracting ....................................... 92-97
Other Contracting Programs ................................................ 102
Reference Materials ............................................................. 145

162
Index

Virginia Government Contracting ................................................................. 97-98, 115
Governor’s Opportunity Fund ........... See Grants/Awards: Virginia Economic Development Partnership
Grants/Awards/Incentives ............................................................... 25-27
Center for Innovative Technology ............................................................. 25
U.S. Small Business Administration ................................................... 26-27
Virginia Department of Business Assistance ............................................... 25
Virginia Economic Development Partnership ........................................ 26
Greater Falls Church Chamber of Commerce ............................................. 108
Greater McLean Chamber of Commerce ................................................ 108
Greater Merrifield Business Association, Inc. ........................................... 108
Greater Reston Chamber of Commerce ................................................ 108
INCspire .................................................................................. 38
Greater Springfield Chamber of Commerce ............................................. 108
Greater Washington Board of Trade ..................................................... 116
Growth Acceleration Program ...................................... See Equity Financing: Center for Innovative Technology

H

Hazardous Materials ....................................................................... 46, 48, 150
Health Department ........................................................................... See Fairfax County Government: Department of Health
Helping Hands Loan ........................................................................ See Loans/Loan Guarantees: Community Business Partnership
Herndon, Town of .............................................................................. 36, 53, 78, 85, 112
Higher Education ........................................................................... See Education: Higher Education
Hispanic Equipment Loan ..................................................................... See Loans/Loan Guarantees: Community Business Partnership
Historic Overlay Districts ................................................................. 41-42
Home-Based Businesses ................................................................... 38, 42
Home Child Care Facility Permits ...................................................... 50-51, 150
Home Occupation Permits ................................................................... See also Occupancy Permits
HUBZone .............................................................................................. See Small Business Set-Asides
Human Trafficking .................................................................................. 58

I

Immigration Services .......................................................... See U.S. Government: Citizenship and Immigration Services
Incorporation ............................................................................... See Corporation Registration
Incubators ......................................................................................... See Business Incubators
Industrial Development Bonds .............................................. See Bond Financing: Virginia Department of Business Assistance—Virginia Small Business Financing Authority
Industrial Revenue Bonds ........................................ See Bond Financing: Fairfax County Economic Development Authority
Information and Market Research Resources ...................................... 117-122
Countywide Service Integration & Planning Management (CSIPM) Division .................................................. 118
Fairfax County Department of Management and Budget (DBM) .......................... 118
Fairfax County Economic Development Authority (FCEDA) .................. 117
Fairfax County GIS & Mapping Services ................................................ 119
Fairfax County Office of Public Affairs ................................................ 117
Fairfax County Public Library ............................................................... 119-120
Fairfax County Web Site ..................................................................... 117-118
George Mason University Fenwick Library ............................................ 120
Metropolitan Washington Council of Governments .......................... 120
Northern Virginia Association of Realtors ........................................... 121
Northern Virginia Regional Commission ........................................... 121
Virginia Business Pipeline ................................................................. 122
Virginia Employment Commission (VEC) ........................................ 121
InnoHungary Technology Center ......................................................... 38
International Business Development Resources .................................. 122-128, 144
Bureau of Industry and Security ......................................................... 124
Export-Import Bank of the United States ............................................ 124
Fairfax County Economic Development Authority (FCEDA) ......... 122-123
George Mason University ................................................................. 114
International Foreign Trade Zone ....................................................... 126
International Membership Organizations ............................................. 126-128
Northern Virginia U.S. Export Assistance Center .......................... 124
Reference Materials ............................................................................. 144

Doing Business in Fairfax County 163
Trade Information Center ................................................................. 125
U.S. Trade and Development Agency .................................................. 125
Virginia Economic Development Partnership .................................... 116
Virginia Economic Development Partnership (VEDP) ........................ 123
International Foreign Trade Zone ..................................................... 126
International Membership Organizations ......................................... 126-128
International Trade (IT) Loan Program .See Loans/Loan Guaranty: U.S. Small Business Administration Internships .......................................................... 68-69
IRS .................................................................................................. See U.S. Government: Internal Revenue Service

K


L

Land and Site Development...See Building, Construction, Land Development Permits and Requirements Latvian Chamber of Commerce ......................................................... 127
Leadership Fairfax, Inc. .................................................................. See Volunteerism
Legal
Fairfax Bar Association ................................................................. 7, 137
Virginia Bar Association ................................................................. 7, 137
Virginia Board of Bar Examiners .................................................... 63
Virginia Office of the Attorney General ........................................ 134
Legal Structure of a Business .......................................................... 9-10
Libraries
Fairfax County Public Library ....................................................... 6, 119-120
George Mason University Fenwick Library .................................. 6, 120
Limited Liability Companies ........................................................ 9-11, 12, 80, 82, 150, 152
Limited Partnerships and Limited Liability Partnerships ................. See Partnerships
LLC............................................................................................... See Limited Liability Companies
Loan Guaranty Program .See Loans/Loan Guaranty: Virginia Department of Business Assistance—Virginia Small Business Financing Authority 27-33
Loans/Loan Guaranty ..................................................................... 27-33
Business Finance Group, Inc. .......................................................... 28
Community Business Partnership .................................................. 27-28
Export-Import Bank of the United States ........................................ 33
Overseas Private Investment Corporation ..................................... 33
U.S. Small Business Administration ............................................. 31-33
Virginia Department of Business Assistance—Virginia Small Business Financing Authority 29-30
Location Considerations .................................................................. 35-54
Additional Resources ..................................................................... 54
Assistance with Choosing a Location .............................................. 37
Permits, Processes and Requirements ........................................... 40-51
Utilities .......................................................................................... 51-53
Where to Operate Your Business .................................................. 38-40

M

Mason Enterprise Center ................................................................ See also George Mason University
Telework and Training Centers ....................................................... 40, 114
Mechanical Permits ........................................................................ 44, 150
Meeting Planning/Travel ................................................................. See Tourism
Mentor-Protégé Programs ............................................................... 95, 114
Metro ................................................................................................ See Transportation: Bus and Rail Passenger Service
Metrorail ......................................................................................... See Transportation: Bus and Passenger Rail Service
Metropolitan Washington Airports Authority ................................. See Transportation: Air Transportation
Metropolitan Washington Council of Governments ....................... 102, 120
Micro-Loan Program ..................................................................... See Loans/Loan Guaranty: U.S. Small Business Administration;
See Loans/Loan Guaranty: Community Business Partnership
Mid-Atlantic Federation of Turkic American Associations ............ 127
Mid-Atlantic Venture Association .................................................... 23-24
Motor Vehicles
Emissions Inspections ...................................................................... 17, 154
Motor Vehicle Dealer Board ............................................................. 64
Personal Property Tax Reporting ..................................................... 17, 86-87, 154
R

Real Property Tax ................................................................. 87-88, 154

See also Property Taxes

Recruiting Resources ........................................................................ 66-70
Fairfax County Public Schools—Internships and Cooperative Education .......................... 68-69
Northern Virginia Community College (NOVA) Cooperative Education and Internship Program... 70
Northern Virginia Workforce Investment Board—SkillSource Centers ............................... 67-68
Thomas Jefferson High School for Science and Technology .............................................. 69
Virginia Department for Aging and Rehabilitative Services ........................................... 70
Virginia Department of Business Assistance (DBA) ........................................................... 68
Virginia Employment Commission ....................................................................................... 67
Recycling Requirements ............................................................................................... 48-49, 150
Revitalization Districts and Areas .................................................................................... 42
Revitalization Tax Abatement Program ........................................................................... 87
Right-to-Work .................................................................................................................. 65-66
Road Construction........................................................................................................... See Transportation

S

Salary and Compensation Data .................................................................................... 74-75
Sales and Use Tax ........................................................................................................... 88, 154
SAM ......................................................................................................................... See System for Award Management
SBA ........................................................................................................................... See U.S. Government: Small Business Administration
SBA 504 program ........................................................................................................... See also Loans/Loan Guaranty: Business Finance Group, Inc.
Schools ...................................................................................................................... See Education
SCORE .................................................................................................................. 7, 111, 129
S-Corporation............................................................................................................. See also Business Income Taxes: “Pass-through Entities”; See Corporations
Section 504 Certified Development Company Program .................................................. See Loans/Loan Guaranty:
U.S. Small Business Administration
Securities Registration .................................................................................................... 13
Sewer Service ................................................................................................................ 52
SkillSource Centers ....................................................................................................... See Northern Virginia Workforce Investment Board
Small Business Administration ...................................................................................... See U.S. Government: Small Business Administration
Small Business Development Centers ............................................................................ See Virginia Small Business Development Center Network
Small Business Innovation and Research (SBIR) Program ............................................... See Grants/Awards:
U.S. Small Business Administration
Small Business Investment Company (SBIC) Program ..................................................... See Equity Financing:
U.S. Small Business Administration
Small Business Microloan Program .............................................................................. See Loans/Loan Guaranty: Virginia Department of Business Assistance—Virginia Small Business Financing Authority
Small Business Set-Asides ............................................................................................. 93-95
HUBZone Empowerment Contracting Program ............................................................. 94
Section 8(a) Business Development Program ................................................................. 94
Subcontracts for Small Businesses/Small Disadvantaged Businesses ................................ 93
SUB-Net ...................................................................................................................... 94
Women-Owned Small Business Federal Contract 8(m) Program ..................................... 94
Small Business Technology Transfer (STTR) Program .................................................... See George Mason University: U.S. Small Business Administration; See Grants/Awards: U.S. Small Business Administration
Economic Development and Business Development ....................................................... 113
Financing ...................................................................................................................... 20-33, 115
Procurement ................................................................................................................ 93-95, 99
Reference Materials ...................................................................................................... 145
Services ......................................................................................................................... 129-131
Small Office Home Office Loans .................................................................................... See Loans/Loan Guaranty: Community Business Partnership
Small Office Home Office (SOHO) Loan Initiative .......................................................... See Loans/Loan Guaranty:
U.S. Small Business Administration
Social Services Information ........................................................................................... 137-138
Sole Proprietorships .................................................................................................... 7-9, 12, 81, 150, 154
South Fairfax Chamber of Commerce .......................................................................... 109
Southeast Fairfax Development Corporation ................................................................. 37, 111-112
Specialized Small Business Investment Company (SSBIC) Program ............................. See Equity Financing:
U.S. Small Business Administration
Staffing .............................................................. 55-75
Employees and Independent Contractors .................. 56
Government Regulations and Tax Requirements ........ 56-70
Employer Identification Number (EIN) .................... 56-57
Employment Eligibility/Employment of Aliens .......... 57
Recruiting Resources .......................................... 66-70
Salary and Compensation Data ............................... 74-75
Training and Development Resources ........................ 71-74
Start-Up Checklist ............................................... 4
State Corporation Commission ............................... See Virginia Government: State Corporation Commission
State Council of Higher Education for Virginia ........ 64
State Loan Guaranty Program ............................... See Loans/Loan Guaranty: Virginia Department of Business Assistance
Surety Bond Guarantee Program ............................. See Loans/Loan Guaranty: U.S. Small Business Administration
Swedish-American Chambers of Commerce ............. 127
System for Award Management .............................. 92

T
Taxes........................................................................ 77-89, 144
Business Income Taxes ........................................ 80-81
Business, Professional and Occupational License (BPOL) Tax 78-79
Employer Taxes .................................................... 81-85
Obtaining an Identification Number ......................... See Employer Identification Number
Property Taxes ...................................................... 85-87
Real Property Tax ............................................... 87-88
Reference Materials ........................................... 144
Sales and Use Tax ............................................... 88
Utility Taxes ....................................................... 88-89
Telecommuting/Telework ...................................... 40
Telework and Training Centers ............................ 40, 114
Telework!VA ..................................................... 40
Telephone/Data Services .................................... 52
Taqcorner .......................................................... 38
The Indus Entrepreneurs – TiE DC ......................... 127
Tourism ............................................................. 131-132
Fairfax County Convention and Visitors Corporation ........................................ 131-132
Virginia Tourism Corporation ................................ 132
Trademark Registration ....................................... 14, 152
Trade Name Registration ..................................... 14
Training and Development Resources ................... 71-74
Fairfax County Public Schools—Adult Education ... 71
Higher Education Resources ................................ 72-74
Registered Apprenticeship ................................... 71
Technical and Proprietary Career Schools ................ 72
Transportation .................................................... 138-142
Air Transportation .............................................. 138
Airports ............................................................ 138
Washington Airports Task Force .......................... 138
Bus and Passenger Rail Service ............................ 139-141
Amtrak ............................................................. 141
Other Bus Service Providers ............................... 139-140
Virginia Railway Express (VRE) ......................... 140
Washington Metropolitan Area Transit Authority (WMATA) ........................................ 139
Employer Transportation Assistance .................... 141
Road Construction—Planning, Traffic Counts ........ 141-142
Shipping—Marine and Inland Ports ....................... 142
Tysons Partnership ............................................. 109
TysonsRegional Chamber of Commerce .................. 109

U
Unemployment Insurance ...................................... 57-58, 84-85, 154
United States-Mexico Chamber of Commerce ........ 127

Doing Business in Fairfax County 167
University of Virginia

See Education: Higher Education

U.S. Government

Bureau of Alcohol, Tobacco, Firearms and Explosives

Citizenship and Immigration Services

Department of Commerce

Department of Industry and Security

Department of Labor

Equal Opportunity Commission

Federal Communications Commission

Food and Drug Administration

General Services Administration

Internal Revenue Service

Securities and Exchange Commission

Small Business Administration

Trade and Development Agency

USINDIA Business Council – Washington, D.C.

U.S.-Israel Business Initiative

U.S.-Korea Business Council

U.S.-Saudi Arabian Business Council

Utilities

Cable Television

Electric Power

Natural Gas

Sewer Service

Telephone/ Data Services

Water Service

Utility Taxes

Consumer Utilities Taxes

Utility Consumption Tax

V

VEC

See Virginia Government: Employment Commission

VEDP

See Virginia Economic Development Partnership

Vehicle Emissions Inspections

See Motor Vehicles

Vehicle Safety Inspections

See Motor Vehicles

Vienna, Town of

36, 53, 78, 85, 112

Virginia Alcohol Beverage Control Board

15, 148

Virginia Board of Accountancy

63

Virginia Business Information Center

114

Virginia Business Opportunities (VBO)

97

See also eVA

Virginia Business Pipeline

122

Virginia Capital Access Program

See Loans/Loan Guaranty: Virginia Department of Business Assistance—Virginia Small Business Financing Authority

Virginia Chamber of Commerce

109

Virginia Credit for Low-Income Individuals

58

Virginia Economic Development Partnership

26, 115-116, 123, 143, 144

Virginia Employment Commission

See Virginia Government: Employment Commission

Virginia Government

Department for Aging and Rehabilitative Services

70

Department of Agriculture and Consumer Services

62

Department of Business Assistance

68, 114-115

Department of Criminal Justice Services

63

Department of Environmental Quality

17, 49, 50, 148, 152, 154

Department of General Services

97

Department of Health Professions

63

Department of Labor and Industry

57, 58, 61, 65, 66, 148

Department of Minority Business Enterprise

130

Department of Motor Vehicles

16, 154

Department of Professional and Occupational Regulation

62-63

Department of Rail and Public Transportation

40
Department of Social Services.................................................................................150
Department of Small Business and Supplier Diversity........................................130
Department of Social Services..............................................................................58
Department of Taxation.......................................................................................80-81, 83, 88, 152, 154
Department of Transportation..............................................................................98
Employment Commission...................................................................................58, 67, 84, 121, 154
Information Technologies Agency........................................................................98
State Corporation Commission............................................................................10, 11, 12, 13, 14, 20, 52, 64, 80, 89, 143, 148, 150, 152, 154
Workers’ Compensation Commission................................................................58, 66, 152
Virginia Government Contracting........................................................................97-98
Department of General Services, Division of Purchases and Supply..................97
Virginia Hispanic Chamber of Commerce........................................................109
Virginia Jobs Investment Program......................................................................See Grants/Awards/Incentives:
Virginia Department of Business Assistance—Virginia Small Business Financing Authority
Virginia Minimum Wage Law..............................................................................See Payroll and Wages
Virginia Minority Supplier Development Council..............................................128-129
Virginia New Hire Reporting Center...................................................................60
Virginia Office of the Attorney General..............................................................134
Virginia Polytechnic Institute and State University............................................See Education: Higher Education
Virginia Port Authority......................................................................................142
Virginia Railway Express (VRE).........................................................................See Transportation: Bus and Passenger Rail Service
Virginia Small Business Development Center Network......................................6, 113, 130-131
Virginia Small Business Environmental Compliance Assistance Fund.............See Loans/Loan Guaranty:
Virginia Department of Business Assistance—Virginia Small Business Financing Authority
Virginia Small Business Financing Authority.....................................................21-22, 29-30, 30, 54, 115
Virginia Society of Certified Public Accountants...............................................7, 78
Virginia State Police............................................................................................17, 154
Virginia Tourism Corporation..............................................................................See Tourism
Visit Fairfax.........................................................................................................See Tourism: Fairfax County Convention and Visitors Corporation
Volunteerism........................................................................................................142-143
Fairfax County Office of Public Private Partnerships (OP3).................................143
Fairfax County Public Schools (FCPS) – Business and Community Partnerships.........................................................................................143
Leadership Fairfax, Inc.......................................................................................142
Volunteer Fairfax................................................................................................143

W
Walsh-Healy Public Contracts Act .......................................................................59
Washington Airports Task Force.........................................................................See Transportation: Air Transportation
Washington Metropolitan Area Transit Authority..............................................See Transportation: Bus and Passenger Rail Service
Wastewater Discharge Permits...........................................................................49, 152
Water Service......................................................................................................53
Well Water Supplies and Individual Sewage Disposal Systems..........................50
Where to Operate Your Business......................................................................38-40
Business Incubators.............................................................................................38
Commercial Office Space (Leased or Owned)......................................................39-40
Executive Office Suites.......................................................................................38
Home-Based Businesses.....................................................................................38
Telecommuting/Telework....................................................................................40
Withholding Tax....................................................................................................See Employer Taxes: Employer Withholding
Women’s Business Center of Northern Virginia...............................................131
See also Community Business Partnership
Workers’ Compensation Insurance......................................................................58, 66, 152
Workplace Posters Required by Law..................................................................See Employment Public Notice Requirements

Z
Zoning....................................................................................................................See Planning and Zoning Requirements
The Fairfax County Economic Development Authority (FCEDA) promotes Fairfax County as one of the world’s best business locations. The FCEDA provides a wide array of free, confidential services and information to assist new, expanding and relocating domestic and international companies and organizations. Located in Tysons Corner, Fairfax County’s largest business district, the FCEDA also maintains offices in seven major commercial centers worldwide: Bangalore, Boston, London, Los Angeles, Munich, Seoul and Tel Aviv.

FCEDA services include:

- providing current, comprehensive market information about Fairfax County, the Commonwealth of Virginia and the Washington, D.C., area;
- identifying county office space or site options for businesses with start-up, relocation or expansion needs;
- offering business development assistance and acting as a liaison between businesses and the county and state government agencies;
- assisting company expansion operations by providing information and answering inquiries about county zoning, taxes and other issues critical to doing business; and,
- providing information for employees relocating to the county.

The information presented in this publication has been compiled from a wide range of sources including state, local and federal government institutions, businesses and nonprofit organizations. While every effort is made to obtain the most current information available, not all of this information was independently researched or verified by the Fairfax County Economic Development Authority. Additionally, information on services, programs, agencies and organizations is subject to change. Therefore, no warranty is made regarding its accuracy, nor are endorsements made regarding any organizations listed herein.

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DOING BUSINESS IN FAIRFAX COUNTY

FAIRFAX COUNTY ECONOMIC DEVELOPMENT AUTHORITY

A comprehensive guide to starting, financing and growing your business in Fairfax County, Virginia