



STARTING A BUSINESS IN BEDFORD

Step by Step Guide

This resource is designed to provide information on a wide variety of resources available to new and existing businesses in the Town of Bedford. Information on the responsibilities and regulations governing business in Virginia is also included. We hope you find this resource helpful.

Step 1: Business Entity Creation – Circuit Court Clerk's Office

If the business will be operated under a name other than that listed on the Town business license application, the applicant may register his/her Trade or Fictitious Name with the Bedford County Circuit Court Clerk's Office.

Register the Trade or Fictitious Name – Information Required

1. The trade name
2. Name and address of the applicant
3. Physical address of the business operation
4. Type of business
5. The entity type (sole proprietorship, partnership, corporation)
6. Signature notarized or signed before Deputy Circuit Court Clerk

Submit the name registration form to the Circuit Court Clerk's Office with \$10.00 fee (\$12.00 for corporations). Payment can be made by cash, check or money order. Corporations must also submit an attested copy of the trade name registration form to the State Corporation Commission.

Step 2: Zoning Permits – Planning and Community Development Office

All individuals or organizations wishing to start a business in the Town of Bedford must contact the Office of Planning and Community Development. The following information is provided to help guide you through the process.

All businesses require a zoning permit and a business license. The type of zoning permit required will depend upon what type of business you're starting. If you're working in a commercial space, you'll need a Zoning Use permit. If you're working from your home, you'll need a Home Occupation permit.

Zoning Use Permit

A zoning use permit for occupancy is required for all businesses locating in commercial or industrial

zoning areas, where businesses may be permitted. Depending on what kind of changes you're making to the existing structure to accommodate your business, you may have to obtain a building permit from the [County of Bedford](#) when you have a zoning permit.

Home Occupation Permit

A home occupation permit is required for all businesses locating in residential zoning areas. The applicant is required to sign a home occupation permit certifying that he/she agrees to comply with all Town of Bedford home occupancy permit regulations as set forth by the [Bedford Town Code](#).

Regardless of the type of zoning permit required, you will need to provide the following information:

1. Owner of property
2. Type of business
3. Use and intensity of business
4. Payment of all outstanding real estate taxes
5. Location
6. Name, addresses, telephone numbers and other contact information.

NOTE: If the applicant is **not** the property owner, a letter signed by the property owner allowing the operation of the business on the property must be provided at the time of application.

Depending on the type of business to be operated on the property (examples: professional office, beauty salon, machine shop, restaurant, etc.), other permits or licenses may be required by the Commonwealth, the County, or other agencies. Some types of business may require a building inspection. If you're unsure, please contact the [Bedford County Department of Economic Development](#).

All food-related businesses (service or manufacturing) must contact the [Health Department](#) and the [US Department of Agriculture](#) prior to the application for Zoning Use Permits to ensure Health and USDA requirements are met. For those businesses selling prepared food and beverages, meals taxes must also be paid to the Town Treasury Office in Town Hall.

State law requires that individuals or organizations in the construction industry may be required to have a Class A, B or C contractor's license issued through the [Virginia Department of Professional & Occupational Regulation](#) (DPOR) depending upon the type of work performed.

Applicants for Home Occupation or Zoning Use Permits must apply in person at the Town of Bedford Office of Planning and Community Development. When in doubt, call prior to visiting the Office to ensure all application requirements can be met at that time. However, you can find the business license application on our website, print it and fill it out ahead of time. Get the [business license application](#) in .pdf format and save time.

Permit Fees

Home Occupation Permits require a fee of **\$25.00**. Zoning Use Permits require a fee of **\$20.00 only if** the nature of the new business at your location is different from the nature of the immediately prior

business at that location. For example, if you're planning on opening a bakery in a building that was a bakery before you, there is no fee. If you're opening a retail flower shop in a building that used to be a bakery, the fee would be assessed. Businesses locating in the Enterprise Zone or downtown area may have the Zoning Use Permit fee waived the first year.

Step 3: Business License – Planning & Community Development Office

After getting a permit for Zoning, the next step is to get a business license from the Town of Bedford. That is also done in the Office of Planning and Community Development.

Information Required on a Business License Application:

1. Federal Employer Identification Number (EIN) or Social Security Number
2. Sales Tax Account Number (if required)
3. Applicant name
4. Trade name
5. Mailing address
6. Physical address (location of the business)
7. Type of operation
8. Telephone numbers
9. Contact person

The [Bedford County Commissioner of the Revenue's Office](#) can assist applicants in obtaining a Federal EIN, completing the Name Registration Form and with obtaining a Virginia Sales Tax account number. In addition, the Commissioner's office has federal, state and local tax forms for individuals and businesses.

License Fee

Once the business is registered and has a valid zoning permit, the business license can be issued. The application fee for a business license in the Town of Bedford is **\$30.00** regardless of type of business. Businesses locating in the Enterprise Zone or downtown area may have the business license fee waived the first year. The Town accepts credit cards, cash, checks or money orders for the payment of business license and zoning permit fees.

We expect that the total process (Circuit Court Clerk's Office, zoning permit, and business license) averages 45 – 60 minutes if all required documentation is provided.

Additional Resources & Contact Information

For information on water and sewer connections and fees, please contact the [Bedford Regional Water Authority](#) (540-586-7679 ext. 4). For electric service billing connections, please contact the Town Finance Department at (540-587-6047). For new electric meter service, contact the [Town of Bedford Electric Department](#) at (540-587-6071).

The [Town Economic Development Office](#) has many resources and can help you get started here in Bedford. If you locate your business in the Enterprise Zone or the downtown area, there may be property improvement incentives available through the Economic Development Office.

Planning & Community Development Office
215 East Main Street Town Hall
Bedford, VA 24523
Phone: 540.587.6021
Fax: 540.587.6143

Economic Development Office
215 East Main Street Town Hall
Bedford, VA 24523
Phone: 540.587.6006
Fax: 540.587.6143

www.bedfordva.gov

You may wish to consider joining the [Bedford Area Chamber of Commerce](#). If your business is art-related, you may wish to contact the [Bedford Artisan Trail](#). Finally, especially for restaurants and service providers that need to reach tourists, you may wish to contact the [Bedford Welcome Center](#).

Town Demographics at a Glance

- ∂ Total Population – 6,536 (2017 US Census estimate)
- ∂ Median Age – 43 (2016 American Community Survey)
- ∂ Persons per square mile – 904.6 (2010 US Census)
- ∂ Mean Travel Time to Work – 19.8 minutes (2016 American Community Survey)
- ∂ Civilian Labor Force – 2,846 (includes employees who work in the Town but live elsewhere. 2016 American Community Survey)
- ∂ Unemployment Rate – 6.4% (2016)
- ∂ Median Household Income – \$39,701 (2016)

factfinder2.census.gov

[Virginia Workforce Connection](#) (statistics)