

# Ten Steps to Starting a Business in Colonial Beach Virginia

Information provided by  
Colonial Beach Chamber of Commerce  
And the  
Town of Colonial Beach



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**TOWN OF COLONIAL BEACH**  
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Colonial Beach, Virginia 22443  
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On behalf of the Town Council and the entire community, I am pleased to welcome you to the Town of Colonial Beach, Virginia (CBVA), a vibrant, engaging, and friendly place to live, work, and play. The Town boasts a multi-generational and casual lifestyle that is inviting to people of many backgrounds and skillsets. Strategically located only 65 miles from Washington, D.C., or Richmond, VA, in the heart of the Northern Neck, CBVA is a rapidly growing community that fosters a business-friendly environment.

Surrounded by the Potomac River and Monroe Bay, our waterfront community thrives amid tremendous natural and recreational resources with access to regional, national, and global markets. The Town of Colonial Beach and its economic development partners work together to help small and medium-sized businesses and large companies discover our local resources and establish strong foundations for success. Four major airports are located under 100 miles from Town, and there are convenient rail and highway transportation options, such as the Nice-Middleton bridge expansion, which widens the gateway to our interstate neighbors.

Colonial Beach is the fastest growing locality in the Northern Neck, with a population growth rate of 10% as of the 2020 census. The ongoing construction around our community indicates this trend is continuing, along with the major revitalization of our downtown and a variety of new businesses opening in our commercial core. Infrastructure improvements in water, sewer, and parking are also underway to prepare for our bright future. Colonial Beach is the home base for employees in various industries, including government, tourism, agriculture, construction, healthcare and professional services. Dahlgren Naval Surface Warfare Center just a short distance from CBVA also adds opportunities to our community.

A tight-knit community, CBVA is actively supported by its diverse residents. We embrace and support local businesses and work diligently to foster an environment that encourages business growth and profitability. With this publication, we invite you to explore the Town of Colonial Beach and evaluate it as a place to establish or grow your business.

Thank you,  
Robin Mae Schick

Mayor, Town of Colonial Beach





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215 Irving Avenue North, Colonial Beach, VA 22443 | (804) 224-8145 | [info@colonialbeach.org](mailto:info@colonialbeach.org)

Date: August 5, 2022

The Colonial Beach Chamber of Commerce would like to welcome you and thank you for choosing Colonial Beach as a possible location for your new or expanding business.

The Chamber has been helping and advocating for our member businesses since 1952.

We would be honored to continue that tradition by supporting you in your new endeavor. Hence as business owners ourselves, we feel this very knowledgeable publication will give your business the best possible footing to succeed in today's ever challenging economy.

As always if you have any questions or concerns, please do not hesitate to contact us.

The Colonial Beach Chamber of Commerce  
215 Irving Avenue North  
Colonial Beach Virginia 22443

[info@colonialbeach.org](mailto:info@colonialbeach.org)

[www.colonialbeach.org](http://www.colonialbeach.org)

Sincerely,

Carey W. Geddes  
President  
Colonial Beach Chamber of Commerce

# I have **AN IDEA**



## Starting / Creating a Business in Colonial Beach

How exciting, you have decided to start your own business. Did you know that small businesses account for 99.7% of all businesses in the United States? There are so many resources and networks available to help you along the way to success. So, you are not alone! Thanks to a digital era, it's easier to launch a business. How as an entrepreneur do you differentiate from your competition? It's simple, plan and think ahead. Preparation will help you to know what to do and how to make it all happen. Here are some questions to ask yourself before you put it all in motion:

- 1. Are you passionate enough?**
- 2. Are you an entrepreneur?**
- 3. What characteristics do you have?**
- 4. Do you have your technology nailed down?**
- 5. How are your communication skills?**
- 6. Are you prepared for failure and success?**

Below are 10 steps to assist you in this process with additional information in the Appendices. Colonial Beach is built on small business and welcomes you to the business community. We are homed in Westmoreland County and proud to be one of the fastest growing communities in the Northern Neck of Virginia. The SBA has designated Colonial Beach a HUBZone. The HUBZone program fuels small business growth in historically underutilized business zones. This provides help to small businesses in urban and rural communities gain preferential access to federal procurement opportunities. If you are looking to work with the government, there are many contracting assistance programs and benefits.

## **10 Steps to Starting and Owning a Business**

### **Step 1. Market Research & Feasibility Study**

Market research is a great tool for you to see if your idea or business can be a successful business. It is an organized effort gathering information on target markets and consumer needs and preferences.

A Feasibility Study is an assessment of a proposed project or system. They aim to show the strengths and weaknesses of an existing or future business objectively and rationally.




## Step 2. Create a business plan

Business plans are the foundation of your business. This roadmap outlines the route a company intends to take and grow in revenue. It is one of your most important documents you will need as you structure, manage and grow your business. It will be used when exploring and securing funding. See Appendix A.

## Step 3. Funding

Funding for a business can be daunting and there isn't a one size fits all solution. Your personal financial stability can impact credit worthiness. You can check your credit annually without incurring a fee. Review all reports as they will differ.



Experian (Formerly TRW)	1-888-397-3742
Equifax	1-800-685-1111
TransUnion	1-877-322-8228
Fair Isaac Corp (FICO)	1-800-319-4433

Creating a budget that includes your day-to-day expenses, cost of supplies and services along with any startup costs will help you in determining the right type of funding for a successful business.

**Self-Funding:** Self-funding will allow you to leverage your own personal financial resources to support your business. This may be your personal savings, a retirement account, or other financial assets.

**Banks & Credit Unions:** A great source for a small business to work with your local bank. Most lenders will request a detailed business plan, require strong personal or business credit scores and may require collateral or a personal guarantee.

**Small Business Loan / Grant:** The Small Business Association (SBA) works with lenders to guarantee loans for entrepreneurs. You may be eligible for a specific SBA Program or Grant that will provide funding or additional funding. There are three SBA investment programs that may be of value for you:

1. Small Business Investment Company (SBIC)
2. Small Business Innovation Research (SBIR)
3. Small Business Technology Transfer (STTR)

**Virginia Small Business Finance Authority (VSBFA):** The VSBFA helps Virginia's start-up, existing & prospective businesses through an extensive portfolio of financing programs. The Authority helps Virginia's financial institutions offer business loans that they might not be able to offer without assistance from this program. The VSBFA also offers grants to individual investors in qualifying small businesses. The VSBFA offers financing programs which can provide:

- Direct loans for Economic Development projects (fixed asset purchases such as land, buildings & equipment)
- Cash Collateral and Loan Guaranties to help Banks lend to Small Businesses
- Microloans, Child Care Loans, and Investment Grants for Small Businesses

- Cash Collateral, Loan Guaranties, Direct Loans, and Microloans for Existing Businesses, Minority-Owned Businesses, and Tourism Related Businesses
- A Child Care Financing Program for Licensed Child Care Centers & Family-Home Providers
- Bond Financing for Small Manufacturers & 501(c)(3) Non-profit

**Mission-driven Lenders:** Mission-driven lenders, including Community Development Financial Institutions (CDFIs) work with small businesses or entrepreneurs that may be underrepresented such as veterans, women minorities, low-income and or rural businesses.

**Crowdfunding:** This type of funding involves asking a large number of people to fund your business through small donations. They will usually receive a small gift such as a branded piece of merchandise rather than equity or financial return. This is a lower risk of funding for small business owners.

**Angel Investors:** Angel Investors are individuals or a small group of people who provide capital in exchange for ownership equity or convertible debt.

**Venture Capital:** Venture capital is different than conventional investing. It generally focuses on high-growth companies, invests for equity and not debt, takes a higher risk in exchange for a higher return and looks for a longer term. Usually, they will want a seat on your board of directors, which will require you to relinquish some of the control and ownership of your company.

**Accelerators / Incubators:** Small and short burst of funding as you launch your business. They are a great resource for mentorships and networks for your industry or business.

#### Step 4. Choose your Business Location

We hope that you will choose Colonial Beach as the home to your business. Colonial Beach is a HUBZone area, which may benefit you with any government business. Whether it is a service or product, having a brick-and-mortar location to an on-line store / business those choices could affect your legal and tax obligations and/or your revenue. You will need to think of things like parking, foot traffic, competition, utilities, and convenience of your patrons when choosing a location.



#### Step 5. Business Structure

Choosing your business structure is an important decision that will define your business's day-to-day operations, taxes, legal protection and benefits.

**Business name and domain:** During your market research, hopefully you have selected a name for your business. You can check the selected name with the Virginia State Corporation Commission <https://cis.scc.virginia.gov/Account/NameCheckAvailability> for availability. Purchase any website domain names and secured them. They are usually inexpensive so buy all that you need to potential customers can find you online.

**Business structure:** Deciding on what structure for your business is an important step as it may impact taxes, personal liability and/or funding.

**Sole Proprietorship:** It is an easy form to complete and gives your complete control of your business. This also means that your business assets and liabilities are not separate from your personal assets and liabilities. It may impact your funding goals.

**Partnership:** this is a simple structure for two or more that own a business. There are some common forms of partnerships, limited partnership (LP) limited liability partnership (LLP) and limited liability company (LLC). Partnerships are a good choice for businesses with multiple owners, professional group or those who want to test a new business before forming a more formal company structure.

**Limited Partnership (LP):** A LP is when two or more partners go into business together, with the limited partners only liable up to the amount of their investment.

**Limited Liability Partnership (LLP):** An LLP allows for a partnership structure. Some or all partners have limited liabilities. Each partner is not responsible or liable for another partner's misconduct.

**Limited Liability Company (LLC):** An LLC is more flexible and has fewer requirements than a corporation. It offers liability protection and potential tax savings that aren't available to proprietorships or partnerships. This type of business can form a company by filing paperwork with the state and can have one or many members.

**C Corporation:** A corporation is a legal company that is separate from the owners. The cost to create a corporation is higher, it offers that strongest protection, and requires an extensive reporting, record keeping and operations. Corporations pay income tax on their profits. They are a good choice for medium – higher risk businesses, generally have stock owners and plan to go public or be sold.

**S Corporation:** The S corporation is a special corporation designed to avoid double taxing. It is allowed profits and some losses to be passed directly to the owner's personal income without being subjected to corporate taxes. To obtain this designation, you must file with the IRS and register with the State. There are strict filing and eligibility requirements to obtain this status.

**Non-profit Corporation:** A non-profit corporation is a corporation that benefits the public and is a legal entity organized and operated as a public or social benefit to a community. Most commonly known is a 501(c)(3). They are eligible for tax-exempt donations and charitable purposes.

**Cooperative:** A cooperative is a business owned by member-owners. Co-ops are controlled by their member-owners and each member has a voice in how the business is run. Co-ops provide services or goods and benefit the member owners.

## Step 6. Registering your business

Now that you have your business plan, your funding plan, name, business type it is time to make it legal, protect your brand and register with the state and federal entities. This can be done online. Registering



your business on the Federal site, will provide you with an Employer Identification Number (EIN). This number will be used to pay taxes, hire employees, and apply for a business license. The Virginia registration ties you directly to whether your business must pay state taxes. You will be provided a with at Virginia tax ID number once you complete your registration.

**Virginia Registration:**

<https://www.tax.virginia.gov/register-business-virginia>

**Federal Registration:**

<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>

**Step 7. Designing your product or services**

As you finalize the design of your product, make the necessary purchases to produce. You may need to hire specialists, manufacturing, managers, or staff to complete these processes. Make sure you have your policies in place for safety and quality control. This is where your market research will play a strong role. If you are offering a service, you will need to have your policies, procedures and sales agreements in place.



**Step 8. Budget**

Whether you are approaching your new business with capital or a lean approach, you will need to estimate your costs with startup and ongoing expenses. Costs will vary by industry, service and/or product. Below are some of the costs you may incur with your startup and ongoing day to day. Using these numbers with a 20% burn-rate will help you create your budget and hopefully cover any unexpected costs.

**Startup:**

- State & local licenses and permits
- Equipment
- Legal fees (agreements, incorporation, other)
- Insurance
- Branding / Website / social media
- Market research
- Inventory

- Trademarks
- Location Rental / building purchase
- Employees

**Ongoing:**

- Rent and utilities
- Marketing and advertising
- Production and supplies
- Travel
- Salaries and living expenses
- Insurance
- Supplies
- Advertising



**Step 9. Your team – Employees / Mentors / Board of Directors**

Building a team is essential to the success of your business. Whether it is employees, contractors, consultants, partners or a combination, your vision and culture will make your business hum. These people will be important as you build out plans and establish protocols.

**Step 10. Advertising, Marketing, Websites, and social media**

This is where you get to be creative. What type of social media will get you to your target audience? Creating a website where your customers can find you with an online store to order will benefit you and your customers, as we have become a digitized society. Talk with other local businesses to collaborate marketing efforts. Meet with your Chamber of Commerce leaders to let them know you are open for business.



**Congratulations on your new business.**

**Appendices:** Appendix A include resources and Appendix B includes plans that will guide you as you create your business. These resources are available at minimal or no cost to a business. There are additional resources and associations available related to your area of business. The plans can be found through the Small Business Association or online.

## APPENDIX A Resources



There are many resources available to business owners and those who are exploring becoming a business owner. In Colonial Beach and surrounding areas, you will find the following offices with staff who can help you identify the many questions that need be asked and then help answer them.

### **Town of Colonial Beach**

315 Douglas Avenue  
Colonial Beach, VA 22443  
(804) 224-7181  
[www.colonialbeachva.net](http://www.colonialbeachva.net)

### **Colonial Beach Chamber of Commerce**

106 Hawthorn Street  
Colonial Beach, VA 22443  
Phone/Fax (804) 224-8145  
[www.colonialbeach.org](http://www.colonialbeach.org)      [info@colonialbeach.org](mailto:info@colonialbeach.org)

The Colonial Beach Chamber of Commerce is committed to and advocates for businesses in our community. They work closely with government and other non-government organizations to enhance the wellbeing of our citizens and businesses.

### **Westmoreland County**

111 Polk Street  
Montross, VA 22520  
[info@westmorelandcounty.org](mailto:info@westmorelandcounty.org)

### **Northern Neck Planning District (NNPDC)**

457 Main Street  
P.O. Box 1600  
Warsaw, VA 22572  
(804) 333-1900

Jerry W. Davis, AICP – Executive Director,  
Lisa Hull – Economic Development Coordinator

[jdavis@nnpdc17.state.va.us](mailto:jdavis@nnpdc17.state.va.us)  
[lhull@nnpdc17.state.va.us](mailto:lhull@nnpdc17.state.va.us)

## University of Mary Washington Small Business Development Center

### **UMW Center for Economic Development**

1125 Jefferson Davis Highway,  
Suite 400  
Fredericksburg, VA 22401

### **Warsaw Office**

The Regional Center  
453 Main Street, Suite 479  
Warsaw, VA 22572

(804) 333-0286 Fax (804) 333-0187

<https://economicdevelopment.umw.edu/home/programs/sbdc10/>

The University Mary Washington Small Business Development Center (UMW SBDC) was created to pursue economic growth by inspiring and enabling entrepreneurs through education, consulting, connections, collaboration, and research. They serve Go Virginia Region 6, serving the Northern Neck, Middle Peninsula, and the Greater Fredericksburg regions. They are committed to the success of entrepreneurs.

## US Small Business Administration

### **Virginia District Office**

400 North 8<sup>th</sup> Street, Suite 1150  
Richmond, VA 23219

(804) 771-2400 Fax (804) 771-2764

[www.sba.gov/offices/district/va/richmond](http://www.sba.gov/offices/district/va/richmond)



The SBA was created in 1953 to help small business owners and entrepreneurs. They are a federal agency designed to provide counseling, capital and contracting expertise for small business.

## SCORE

1165 Herndon Parkway  
Suite 100  
Herndon, VA 20170

(800) 634-0245

<https://www.score.org/>

SCORE is the nation's largest network of volunteer and expert business mentors. They are dedicated and provide a wide range of services in helping small businesses achieve their goals, grow, educate, and mentor. They are a 501(c)(3) non-profit organization and resource of the Small Business Association (SBA).

## Veterans Business Outreach Center (VBOC)

Old Dominion University Veterans Business Outreach Center  
112 Bank Street  
Norfolk, VA 23510

(757) 683-5505

[www.odu.edu/vboc](http://www.odu.edu/vboc)

email: [www.odu.edu/vboc](http://www.odu.edu/vboc)

The VBOC is a cooperative agreement with the SBA. This program is a resource to transitioning service members, veterans, National Guard & Reserve members, and military spouses interested in starting a business. They provide business training, counseling, and resources to the services community.

**Association of Women’s Business Center (AWBC)**

6564 Loisdale Road, Suite 600  
Springfield, VA 22150  
(703) 768-1440

740 15<sup>th</sup> Street, NW, 4<sup>th</sup> Floor  
Washington DC 20005  
(202) 393-8307  
<https://awbc.org/>

ASBC is a successful public-private partnership between the SBA and non-profit entrepreneurial development organizations across the country. The AWBS network of over 100 WBC’s provide support to entrepreneurial women by securing economic justice and opportunities.

**Minority Business Development Agency (MBDA) Business Center**

Virginia Office  
1800 Diagonal Road, Suite 600  
Alexandria, VA 22314  
(571) 527-5920  
<https://www.mbda.gov/>

The MBDA supports minority – owned businesses seeking to enter new markets, both domestically and globally. They are housed in the Department of Commerce. Minority Owned Businesses are fast growing, innovative and represented in every sector of the United States. They contribute to the economy and account for creation of jobs.





5. Do they have the money to spend?
6. Is the market growing? Shrinking? Holding steady?

To be effective at planning your business, you will need a good understanding of your market, customer / consumer behaviors, trends, and geography.

## 2. Feasibility Study

A feasibility study is designed to discover whether a project / plan is feasible. There is an assessment of the practicability and will uncover the strengths, weaknesses, opportunities, and threats. This is referred to as a **SWOT** analysis. A SWOT can help with strategic planning and decision making as it may provide forward thinking and generate future strategic options. Steps in a feasibility study may involve the following steps:

1. Conduct preliminary analysis
2. Prepare an income statement and revenue projections
3. Conduct a market survey
4. Plan your organizational structure
5. Prepare an opening or day balance of expenses and revenues (projected)
6. Review and analyze any vulnerabilities. Can these be eliminated or controlled?
7. Decision to proceed.

When reviewing your feasibility study report, the following should be a part of your report.

1. Executive Summary
2. Description of products / services
3. Technical considerations
4. Specific market identification
5. Market strategy
6. Organizational structure
7. Scheduling
8. Financial projections

There are four types of Feasibility studies, they are Technical, Financial, Market and Organization. The conclusions or your study should outline in-depth the various scenarios. This study should be carefully studies and challenged. It is o.k. to be skeptical and ask questions. It is your role to decide using the information and input to make your decision.

There are many resources for both studies. There are businesses that specialize in both market research and feasibility studies. These can be an out-of-pocket expense, but in the long run this may save you in the future. The [SBA](#) has resources available at no cost, but relies on you to pull all the information.

## 3. Business Plan

A business plan guides you through all the stages of startup and management by creating a roadmap on structure and growth of your business. This is a tool that you will use in your day-today, securing funding, finding investors or partners and is a reference for you.

A business plan can be 30-to-50-page document that outlines your goals and strategies. It outlines your internal and external processes and focuses on your methods and processes to create revenue. **A business plan will help you succeed.** Choose a format and plan that works best for you. There are free templates that you can use, the [SBA](#) has two business plan styles, traditional or lean. Either will provide you with a format that will provide you with the information you need as you move forward with your business. Some of the key items in your plan will be:

1. Executive Summary
2. Overview and Objectives
3. Products and Services
4. Market Opportunities
5. Sales and Marketing
6. Competitive Analysis
7. Operations
8. Management Team
9. Financial Analysis

Your business plan is the first step in the process of deciding whether to actually start your business. It is your blueprint for a successful business. It will help with your strategy, develop your marketing and sales plans, and create a foundation for your next steps. Who knows, you may even find a lender, investor or partner.

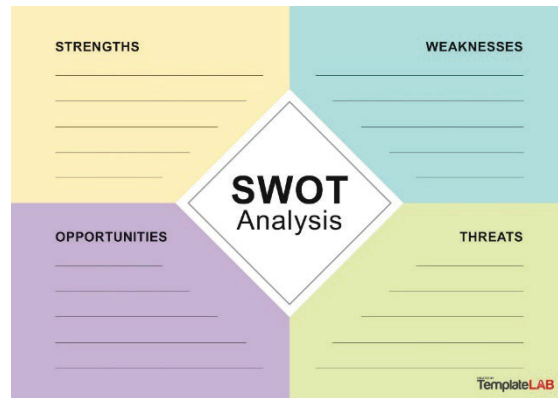
#### 4. Marketing Plan

A marketing plan is the advertising strategy that a business implements to sell its products or services. It helps in defining your target market, how to reach them and what your best price your product or service is sold. This plan also measures your efforts. Knowing your customer is key to your success. Below are elements in a marketing plan.

1. **Business Summary** – this is the summary of your business
  - a. Company Name
  - b. Where you are headquartered or located
  - c. Mission Statement
2. **Business Initiatives** – these are the elements that you segment into the various goals of your company. You will describe the goals and how they will be measured.
3. **Customer Analysis** – this is where you will list out your market research. It will describe the industry you are selling too and your customer persona. It will focus on
  - a. Age
  - b. Location
  - c. Goals
  - d. Challenges
  - e. Pain points
4. **Competitive Analysis** – this is where you will evaluate your competition. What do they do well and what gap can you fill? Look into the following:
  - a. Positioning
  - b. Market Share
  - c. Offerings

d. Pricing

5. **SWOT Analysis** – this analysis is a framework to identify your internal **S**trengths, **W**eaknesses, **O**pportunities and **T**hreats. A SWOT analysis can guide a business toward strategies more likely to be successful.



## 5. Communication Plan

A communication plan will enable you to effectively communicate information to your stakeholders. This plan will help in identifying needed messages to your targeted audiences. Communication plans are used in times of crisis, in launching new services or products or in pitching to perspective investors.

If a company doesn't have a communications plan, they will be unprepared for a disaster. This can help when mitigating a crisis or damage to your business reputation, with stakeholders and or customers. It is also a great source when announcing a new product, service or celebrating a milestone. Below are items to include in your communications plan.

1. Conduct an audit of your current communications materials
  - a. Brainstorm with your staff or stakeholders
  - b. Conduct a survey
  - c. Talk to other people in your business market area
2. Set **SMART** goals for you plan
  - a. **S**pecific
  - b. **M**easurable
  - c. **A**chievable
  - d. **R**ealistic
  - e. **T**ime-Focused
3. Identify and define the audience
  - a. Clients / Customers
  - b. Related associations
  - c. Local or State government
  - d. Media
  - e. Investors
4. Outline and write your plan, keeping your audience in mind

- a. Find a plan that works best for you
5. Determine the channel(s) on which you need to deliver the message
  - a. What media channels will you use to send your message?
6. Decide which team member are responsible for delivering the message
  - a. Depending on your business and employees, you may be that person, so keep it simple
7. Estimate a timeline
  - a. Use your plan, and time your steps for best results in getting out your messages
8. Measure the results of your plan after presenting to stakeholders. Determine the successes and areas of improvement.
  - a. Annual report
  - b. Monthly reports
  - c. Progress reports
  - d. Other

When writing your plan, keep in mind to describe your procedures for handling a crisis, include who the situation involves. This will let your stakeholders envision your decision-making processes.

Finally, make sure your communications plan succinct and clear. Make sure that it provides the necessary information involved in the business decision process. Clear communication can make or break a situation. Using these strategies will empower you in facing any large business decision, product or services launch or a crisis. There are many templates on the internet available for you to choose from. Find one that is adaptable for your business and create your plan.





## Town of Colonial Beach

### Office of Finance & Customer Service

Dear Business Owners:

Enclosed you will find the revised Business, Professional, and Occupational License (BPOL) application for the 2022. Last year as part of the Town Council's strategic priorities, the Office of Finance & Customer Services and the Town Manager's Office worked to streamline this business license process with an updated form and streamlined fee structure. In addition, you will be able to complete this form online on our new website.

Airbnb, VRBOs, or short-term (any housing rented under 30 days) are now required to obtain a business license to assist with quantifying seasonal tourism and account for entrepreneurs contributing to our lodging industry. There is now a \$30 flat minimum fee to streamline new applications and make it easier for our small businesses as part of this revised process. The rate schedules have also been simplified or reduced unless otherwise required by the State. We value your business in the Town of Colonial Beach and look forward to your continued success in the coming year.

The completed application is due to the Office of Finance & Customer Services by **May 1<sup>st</sup>, along with your gross receipts verification**. Checks for these taxes and associated fees should be enclosed with your application. Payment of BPOL fees are due no later than the May 1, 2022. Penalty, and interest will accrue after May 1, 2022. <sup>1</sup> Any delinquent business license, real estate, personal property, meals, transient occupancy, severance, and admissions taxes owed by the business to the town must be paid prior to the issuance of a business license. <sup>2</sup>

For more information or questions, please contact the Office of Finance & Customer Service at (804) 224-7183 Monday through Friday, between the hours of 8:30 a.m. and 4:30pm or by email to Laura Brewer at [Lbrewer@colonialbeachva.net](mailto:Lbrewer@colonialbeachva.net). On behalf of the Town of Colonial Beach, we thank you in advance for your cooperation and wish your business continued success in the coming year.

Sincerely,

R. Adam Schafer, MGDT  
Asst Director of Finance/Customer Service

Lisa M. Okes,  
Director of Finance/CFO

India Adams-Jacobs, MPA  
Town Manager

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<sup>1</sup> Under §58.1-3703.1 of the Virginia State Code, a penalty of 10 percent of the tax may be imposed upon the failure to file an application or the failure to pay the tax by the appropriate due date.

<sup>2</sup> Under §13.1-11 of the Colonial Beach Code of Ordinances, no business license shall be issued until the applicant has produced satisfactory evidence that all delinquent business license, real estate, personal property, meals, transient occupancy, severance and admissions taxes owed by the business to the town have been paid.

**APPENDIX C**  
**Colonial Beach Business License**



TOWN OF COLONIAL BEACH  
 315 Douglas Avenue - P.O. Box 450  
 Colonial Beach, Virginia 22443  
 (804) 224-7183  
 Aschaefer@colonialbeachva.net

*The information provided on this form is confidential under VA Code §58.1-3.*

**APPLICATION FOR 2022 BUSINESS LICENSE**

**May 1, 2022 - April 30, 2023**

**Due May 1st, along with your gross receipts verification.**

BUSINESS NAME: \_\_\_\_\_

BUSINESS OWNER'S NAME(S): \_\_\_\_\_

Check Box  
 If New Business

If the business is organized as a limited partnership, name the general partner.

Sole Proprietorship    LLC    PLLC    Partnership    Limited Partnership    Corporation

OTHER TRADE NAMES: \_\_\_\_\_ STATE WHERE ORGANIZED: \_\_\_\_\_

BUSINESS DESCRIPTION: \_\_\_\_\_

FEIN / TIN / SSN / OR TAX ID AS APPLICABLE: \_\_\_\_\_

STATE LICENSE#/ DPOR# (Attach copy if applicable) \_\_\_\_\_

BUSINESS STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ EMERGENCY PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

**BUSINESS CLASSIFICATION**

(Please check one)

**TAX RATE**

per \$100 of Gross Receipts

_____ Financial Services	.20
_____ Professional Occupation	.20
_____ Real Estate Services, Short Term Rentals	.20
_____ Hotel, Motels, Lodging, Etc.	.20
_____ Builders, Developers, Trade Contractors*	.16
_____ Retail Merchant	.20
_____ Repair, Personal, Business, or Other	.20
_____ Wholesale Merchant	.05
_____ Utility Provider	.005

**I hereby certify that the following information is correct:** (Town Code §13.1) Certification is not required from beginner business.

Annual Gross Receipts = \$ \_\_\_\_\_

Divide by 100 = \$ \_\_\_\_\_

Multiply by Tax Rate = \$ \_\_\_\_\_

**PLEASE NOTE \$30.00 MINIMUM FEE**

Add Other Fees (see reverse) \$ \_\_\_\_\_

**Total License Amount = \$ \_\_\_\_\_**

**All applications are subject to audit.**

\*Out of Town Contractors: Provide current locality license

**See reverse side for Other Classifications, Misc. and ABC License Required Fees →**

\_\_\_\_\_  
 Business Owner Signature Title Date

FOR OFFICE USE ONLY		
License Fee: \$ _____	Check No. _____	Use Approved by Z/A on: _____
Penalty (if any) \$ _____	Cash Receipt No. _____	COO Issued by PWC on: _____
Interest: \$ _____		
Total Paid: \$ _____	Date Paid _____	By: _____



**OTHER MISC CLASSIFICATIONS AND FEES: Annual Fees**

**13.1-10(b)(6) CARNIVALS**

\$100.00 PER DAY \_\_\_\_\_ # OF DAYS

**13.1-26 ALCOHOLIC BEVERAGES RETAIL**

ABC LICENSE PERMIT: \_\_\_\_\_

ON OR  OFF ONLY premises beer only - \$25.00

ON OR  OFF ONLY premises wine & beer - \$37.50

ON AND OFF premises beer only - \$50.00

ON AND OFF premises beer & wine - \$75.00

**13.1-27 ALCOHOLIC BEVERAGES - MIXED BEVERAGES**

≥50 SEATS = \$200.00

≥100 SEATS = \$350.00

≥150 SEATS = \$500.00

Private, nonprofit club \$350.00

Caterer = \$500.00

Special Events; \$100.00 per day

**13.1-28 COIN-OPERATED MACHINES - OPERATORS LICENSE**

LESS THAN 10 = \$150.00

≥ 10 = \$200.00

**13.1-31 AUTOMOBILE GRAVEYARDS**

\$250.00

**13.1-10 (e) PEDDLERS**

All Peddlers Over \$15,000.00 are required to have a retail Business License.

Special Event Peddlers under \$15,000 in sales pay per SPECIAL EVENT APPLICATION.

*Thank you for doing business in Colonial Beach.*