

### **For additional information-**

Virginia Business Information Hotline: (866) 248-8814

### **For tips on Writing a Business Plan-**

- Lord Fairfax Small Business Development Center:  
(540) 868-7093, [www.lfsbdc.org](http://www.lfsbdc.org)

### **For free assistance to Start a Business or Expand Your Business-**

- People Incorporated:  
(540) 459-9096, [sillard@peopleinc.net](mailto:sillard@peopleinc.net)
- Virginia Economic Development Partnership  
[www.yesvirginia.org](http://www.yesvirginia.org)
- Virginia Department of Business Assistance  
<http://bos.virginia.gov/>

### **For Tips on Marketing or Free Business Training-**

- People Incorporated:  
(540) 459-9096, [sillard@peopleinc.net](mailto:sillard@peopleinc.net)

### **For Financing-**

- People Incorporated:  
(540) 459-9096, [sillard@peopleinc.net](mailto:sillard@peopleinc.net)
- Center for Community Development, Inc.  
<http://www.ccdi-va.net/index2.htm>
- Virginia Community Capital  
<http://www.vacommunitycapital.org/index.php>

### **Other Helpful Contacts-**

#### **Electric-**

- Shenandoah Valley Electric Co-op: (540) 343-2200
- Virginia Dominion Power: (866) 366-4357

#### **Oil-**

- H.N. Funkhouser: (540) 459-3794

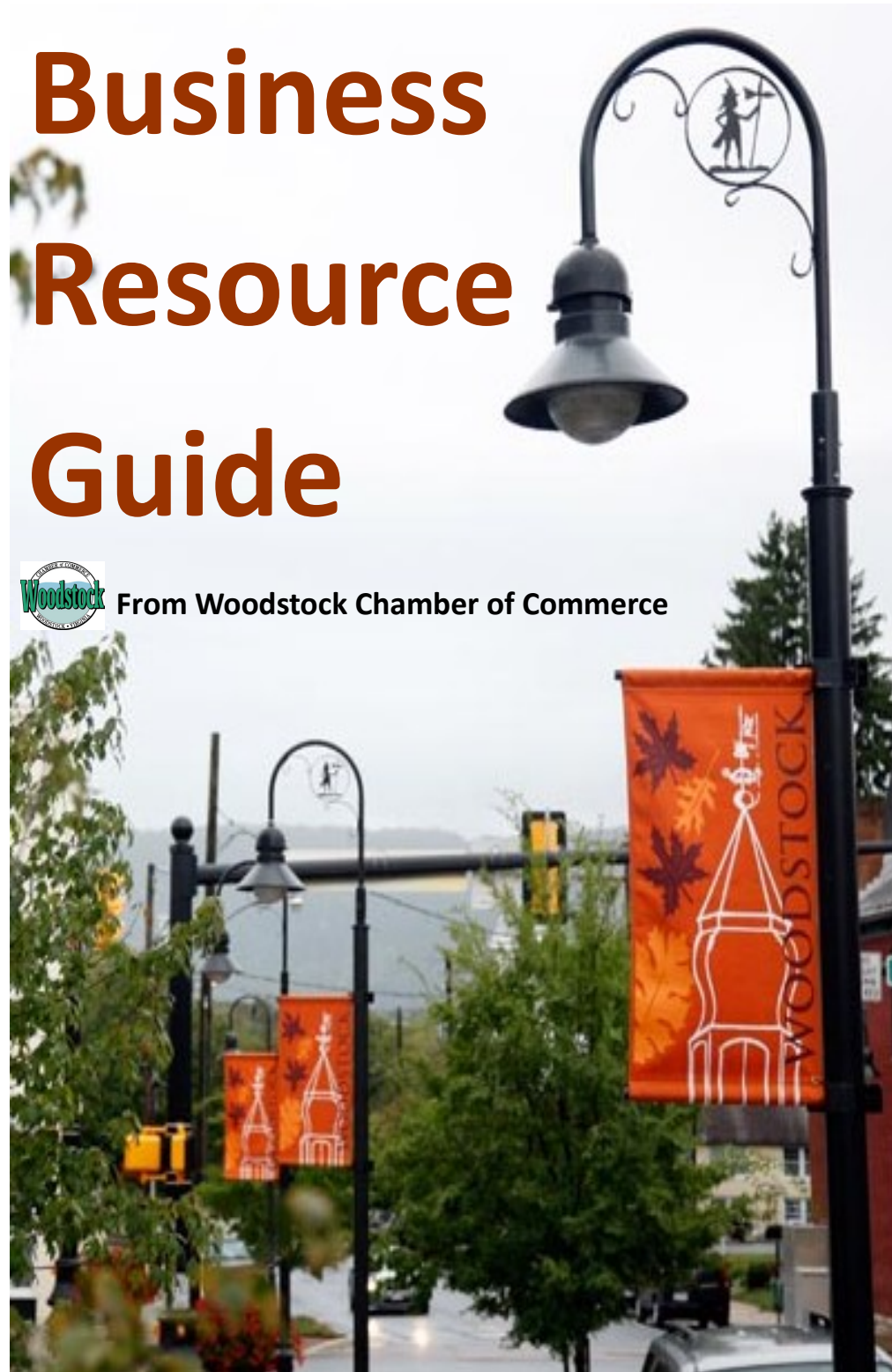
#### **Telephone/Internet-**

- Broadway Electric: (540) 896-8923
- Shentel: (540) 984-5150

# Business Resource Guide



From Woodstock Chamber of Commerce



# Welcome to Woodstock!

The Woodstock Chamber of Commerce is a non-profit organization with the mission of promoting and enhancing community through business, social, cultural and educational programs. Our staff and volunteers work in partnership with the town, county, business owners and residents to achieve these goals.



The Woodstock Chamber of Commerce receives majority of our funding through business and individual members.

Although some of the services provided are free to all businesses, majority of them are available to members only or are offered at a reduced rate to members. We encourage you to demonstrate support by joining the Woodstock Chamber of Commerce.



Our primary areas of focus are:

## Economic Development:

- Strengthening and retaining existing businesses
- Attracting new businesses
- Encouraging business Partnerships
- Monthly business seminars

## Advocating Business Needs

- Being a voice for small businesses and larger corporations
- Round table discussions to better support our members
- Job openings/volunteer opportunities posted on our website

## Networking Opportunities

- Evening After Hours Events
- Weekly emails, monthly newsletters, community events bulletin
- Business referrals
- Visitors guide/Relocation Guide
- Free brochure display in our office
- Area map for residents and visitors

## Community Events

- Attract visitors to downtown
- Make Woodstock a desirable community to live and visit.

# Looking to Start a Business?

**Step 1. Register Your Business, Name and Trademarks** with the Federal Government at [www.business.gov/register/business-name](http://www.business.gov/register/business-name)

## Step 2. Register Your Business and Name

with the Virginia State Corporation Commission by calling (888) 248-8814)

## Step 3. Get Your Tax Numbers

at [www.irs.gov/business](http://www.irs.gov/business) or call (800) 829-4933

## Step 4. Register with the SCC

Call 1-866-722-2551

## Step 5. Obtain Licenses from the town, county and state as necessary.

**-County Commissioner of Revenue-** (540) 459-6170

-Larger Industries/Manufacturing/Corporations

**-County Planning & Zoning-** (540) 459-6190

-Smaller Businesses including in home businesses

-Special Use Permits or Requests for Re-Zoning

-[www.shenandoahcountyva.us/planningzoning/](http://www.shenandoahcountyva.us/planningzoning/)

**- Town of Woodstock-** (540) 459-3621

- Zoning Check: B-1/B-2/I-1/MC- 1/ Home Occupation/ Parking

- Business License Application

- Emergency Contact Form for WPD

- Worker's Compensation Form (Contractors Only)

- Zoning Permit for Signage

- Shenandoah County Building Inspections Checklist

- Water & Sewage Service.

- Get Involved! Woodstock Enhancement

- Right of Way Permit (if necessary, sandwich board signs, canopies, etc.)

- Meals Tax Forms (Food Services/Restaurants Only)

- FOG Program Packet (Food Services/Restaurants Only)

- Shenandoah County Health Department Check (Food Services/Restaurants Only)

- Beer, Wine, Liquor Sales (Food Services/Restaurants Only)

- Lodging Tax (Hospitality Only)

- Cigarette Stamps (if Selling Cigarettes)

For more detailed information on any of the above, please contact the Woodstock Chamber of Commerce at (540) 459-2542