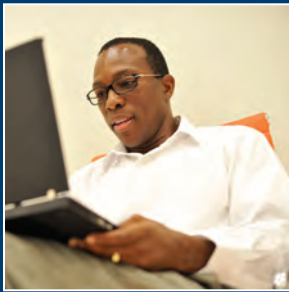


# doing business in fairfax county

A comprehensive  
guide to starting up,  
financing and growing  
your business in  
Fairfax County,  
Virginia, USA



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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guide to starting up,  
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Virginia, USA

**FAIRFAX COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

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# **FAIRFAX COUNTY**

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## **ECONOMIC DEVELOPMENT AUTHORITY**

Whether you are starting or growing a business, we are delighted that you have chosen Fairfax County as its location. I trust that you will find this book to be an important resource in your venture.

In a span of just 30 years, Fairfax County has been transformed 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.” 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 information 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, from getting permits and licenses to securing financing, from paying taxes to information about resources available at the county, state and federal level for businesses. It also provides contact information for county agencies and other organizations that provide services to assist businesses and help them thrive here.

Thank you for your interest in being part of the Fairfax County business community. If the FCEDA can be of further assistance, please do not hesitate to contact us at 703-790-0600 or [info@fceda.org](mailto:info@fceda.org). Or visit our comprehensive Web site, [www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org). We wish you the greatest success in your business endeavors.

Sincerely,



Gerald L. Gordon, Ph.D.  
President and CEO  
Fairfax County Economic Development Authority

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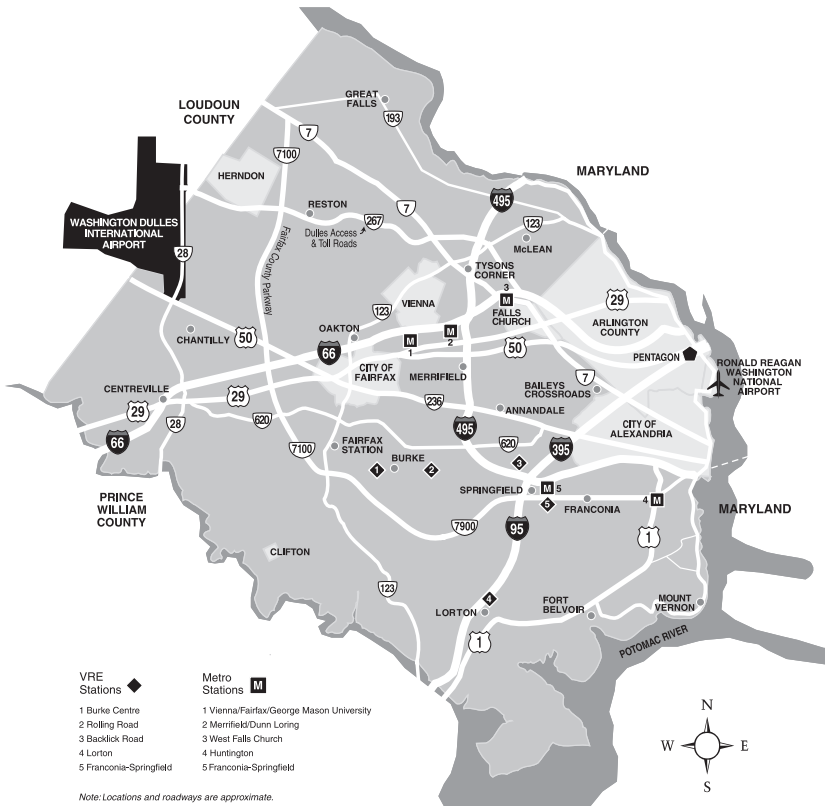
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# Fairfax County, Virginia

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 more than 5 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

Average number of payroll establishments (3Q 2009).....	<b>33,583</b>
<i>(businesses with employees)</i>	
Number of non-employer businesses* (2008) .....	<b>88,405</b>
Number of new start-up firms (2009).....	<b>1,538</b>
Minority-owned firms (2002).....	<b>27,300</b>
Woman-owned firms (2002).....	<b>29,810</b>
Foreign-owned firms (2010).....	<b>366</b>
Technology establishments (2009).....	<b>6,184</b>
Associations (2010) .....	<b>280+</b>

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

**Notes:** Minority- and woman-owned firms data most current available at time of printing. Updated 2007 Survey of Business Owners to be released by U.S. Census Bureau in fall 2010 – winter 2011. For more information, visit [www.census.gov/econ/sbo](http://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: 33,583)



Professional and Technical Services	<b>28%</b>
Other Services Except Public Administration	<b>14%</b>
Health Care and Social Assistance	<b>9%</b>
Retail Trade	<b>8%</b>
Construction	<b>7%</b>
Accommodation and Food Service	<b>6%</b>
Administrative and Waste Services	<b>6%</b>
Finance and Insurance	<b>5%</b>
Real Estate and Rental and Leasing	<b>4%</b>
Wholesale Trade	<b>4%</b>
Information	<b>3%</b>
Educational Services	<b>2%</b>
Other	<b>4%</b>

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

**Source:** Virginia Employment Commission, 3Q 2009 Quarterly Census of Employment and Wages data.

## Zip Codes with Most Business Establishments

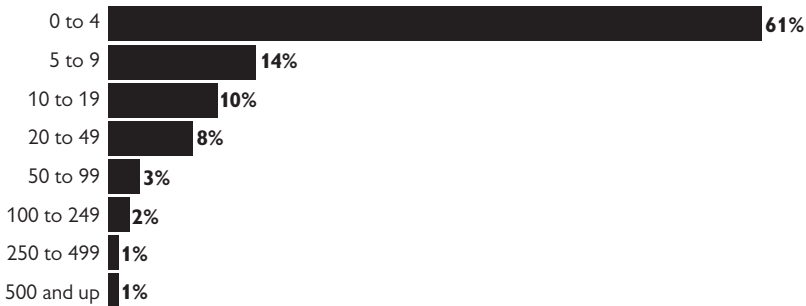
Zip Code	Location	Establishments
22102	McLean	1,755
22182	Vienna	1,665
20151	Chantilly	1,556
22003	Annandale	1,331
20170	Herndon	1,329

## Employment

Average number of jobs at payroll establishments (3Q 2009).....	<b>569,309</b>
Civilian labor force (2009) .....	<b>597,166</b>
Residents working in Fairfax County (2008) .....	<b>53.7%</b>
Unemployment rate (2009).....	<b>4.7%</b>
Median household income (2008) .....	<b>\$107,448</b>
Average weekly wages (3Q 2009).....	<b>\$1,321</b>

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

## Fairfax County Payroll Business Establishments by Number of Employees (total establishments: 33,583)



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

**Source:** Virginia Employment Commission, 3Q 2009 Quarterly Census of Employment and Wages data.

## Five Largest Employers (Non-Public Sector)

Company	Number of Employees	Web Site
Booz Allen Hamilton*	10,000+	<a href="http://www.bah.com">www.bah.com</a>
Inova Health System*	10,000+	<a href="http://www.inova.org">www.inova.org</a>
SAIC*	4,000-6,999	<a href="http://www.saic.com">www.saic.com</a>
Northrop Grumman**	4,000-6,999	<a href="http://www.northropgrumman.com">www.northropgrumman.com</a>
Lockheed Martin	4,000-6,999	<a href="http://www.lockheedmartin.com">www.lockheedmartin.com</a>

\*Corporate headquarters located in Fairfax County.

\*\*Northrop Grumman plans to relocate its headquarters to Fairfax County in summer 2011.

# 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 10-16*).

Determine if trade name registration is required (*pages 14-15*).

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

## FINANCING

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**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 41-50*).

Zoning • Occupancy • Building • Environmental

**Register with necessary utility providers** (*pages 50-53*).

## STAFFING

---

**Make sure your business complies with employment regulations and tax requirements** (*pages 55-59*).

**Make sure your business complies with occupational licensing and permit requirements** (*pages 60-63*).

**Recruiting, training/development, salary/compensation and additional resources** (*pages 65-75*).

## 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 91-148).*

## ■ 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/smallbusinessplanner/plan/getready/index.html](http://www.sba.gov/smallbusinessplanner/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 40 special business-oriented online resources through the library's Web site ([www.fairfaxcounty.gov/libraries](http://www.fairfaxcounty.gov/libraries)). **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 117-122.*

### 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 page 113-114) serves as the lead center for SBDCs across Virginia.

The **Community Business Partnership** (see page 110), 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, counselors to America's small business** provides one-on-one counseling services to entrepreneurs. SCORE appointments are currently available through the Fairfax County Economic Development Authority (see page 110). For additional information about SCORE, see page 111.

A number of **higher education institutions** and **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 [www.vscpa.org/Public/Referral/FindCPAList.aspx](http://www.vscpa.org/Public/Referral/FindCPAList.aspx).

For assistance with legal matters, the **Fairfax Bar Association** and the **Virginia Bar Association** provide a lawyer referral and information service. See page 139 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

## LEGAL STRUCTURE OF A BUSINESS

	Sole Proprietorship	Partnership
<b>Legal Liability</b>	Unlimited	Unlimited for partners Limited for limited partners
<b>Continuity of Entity</b>	Limited to life of proprietor	Limited unless provided for in a partnership agreement
<b>Transfer of Interest</b>	Difficult	Difficult unless provided for in a partnership agreement
<b>Acquisition of Capital</b>	Limited to what proprietor can secure	Easier than sole proprietorship since shared by partners
<b>Taxation of Income</b>	Directly to owner	Directly to partners in proportions agreed upon by partners
<b>Administrative and Legal Costs</b>	Lowest	Medium
<b>Fringe Benefits</b>	Generally not deductible	Generally not deductible for partners
<b>Major Advantage(s)</b>	Independence, flexibility, minimal red tape	Chance of business success enhanced if right combination of partners
<b>Major Drawback(s)</b>	Unlimited liability—a problem if business has financial difficulties	Unlimited liability; frequent changes in partners can be difficult

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.

Source: Virginia Small Business Development Center Network

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

## ■ 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 began 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 in those jurisdictions may apply.

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 page 50), and certain occupations for which a specific occupational license is required (see pages 61-63).

#### **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/business\\_tax.htm](http://www.fairfaxcounty.gov/dta/business_tax.htm)

### **Franchise Registration**

The Commonwealth of Virginia requires franchisors 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; TTY: 703-371-9206; Toll-free (VA only): 800-552-7945  
Fax: 804-371-9911  
[www.scc.virginia.gov/srf](http://www.scc.virginia.gov/srf)

## Corporation Registration

To become incorporated in the Commonwealth of Virginia, an organization must file articles of incorporation with the Virginia State Corporation Commission and pay the required fees.

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.

The following fees apply to Virginia corporations:

- **Charter fee:** The charter fee for a stock corporation is based on the number of authorized shares of stock shown in the articles of incorporation. The rates are \$50 for every 25,000 shares of stock or fraction thereof up to 1 million shares and \$2,025 for more than 1 million shares of stock. The charter fee for non-stock corporations is \$50.
- **Filing fee:** \$25.
- **Annual fee:** All corporations authorized to transact business in Virginia must pay an annual registration fee. The fee is \$100 for corporations with 5,000 or fewer shares of authorized capital stock. Corporations with more than 5,000 shares pay \$100, plus \$30 for each additional 5,000 shares (or fractions thereof), up to a maximum fee of \$1,700. Non-stock corporations organized after 1970 pay \$25.

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; TTY: 804-371-9206; Toll-free (VA only): 866-722-2551

Fax: 804-371-9133

[www.scc.virginia.gov](http://www.scc.virginia.gov)

**For charter/entrance fees:** [www.scc.virginia.gov/publicforms/165/cht\\_fee.pdf](http://www.scc.virginia.gov/publicforms/165/cht_fee.pdf)

**For annual fees:** [www.scc.virginia.gov/publicforms/167/an\\_fee.pdf](http://www.scc.virginia.gov/publicforms/167/an_fee.pdf)

**For corporation forms:** [www.scc.virginia.gov/clk](http://www.scc.virginia.gov/clk)

## Non-Corporate Registration

### Business Trusts

A business trust is created under Virginia law by filing articles of trust with the Virginia State Corporation Commission. The filing fee is \$100.

### Limited Liability Companies

A limited liability company (LLC) is created under Virginia law by filing articles of organization with the Virginia State Corporation Commission. The filing fee is \$100. 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. The filing fee is \$25.
- **Limited partnerships:** Limited partnerships are formed by filing certificates of limited partnership with the Virginia State Corporation Commission. The filing fee is \$100.

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. The filing fee is \$100. Additionally, an annual continuation report must be filed for LLPs. The cost is \$50 per year and is due July 1.

### **Submit checks and forms to:**

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](http://www.scc.virginia.gov)

**For forms and fees:** [www.scc.virginia.gov/division/clk/fee\\_bus.htm](http://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, that are 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 Virginia State Corporation Commission.

Payment of the following fees also is required:

- **Entrance fee:** The entrance fee for a stock corporation is based on the number of authorized shares of stock shown in the corporation’s charter. The rates are \$50 for every 25,000 shares of stock or fraction thereof up to 1 million shares, and \$2,025 for more than 1 million shares of stock. Foreign corporations organized without capital stock pay a \$50 entrance fee.
- **Filing fee:** \$25.
- **Annual fee:** All corporations authorized to transact business in Virginia must pay an annual registration fee. The fee is \$100 for corporations with 5,000 or fewer shares of authorized capital stock. Corporations with more than 5,000 shares pay \$100 plus \$30 for each additional 5,000 shares (or fractions thereof), up to a maximum fee of \$1,700. Non-stock corporations organized after 1970 pay \$25.

### 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 Virginia State Corporation Commission before transacting business in Virginia. The fee is \$100.
- 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 Virginia State Corporation Commission before transacting business in Virginia. The fee is \$100.
- A **foreign partnership** is created under the laws of another state, country or jurisdiction. It must register with the Virginia State Corporation Commission before it transacts business in Virginia. The fees are \$25 for a general partnership, \$100 for a limited partnership and \$100 for a limited liability partnership.

**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](http://www.scc.virginia.gov)

**For corporate charter/entrance fees:**

[www.scc.virginia.gov/publicforms/165/cht\\_fee.pdf](http://www.scc.virginia.gov/publicforms/165/cht_fee.pdf)

**For corporation forms:**

[www.scc.virginia.gov/clk/dom\\_corp.aspx](http://www.scc.virginia.gov/clk/dom_corp.aspx)

**For non-corporate registration forms and fees:**

[www.scc.virginia.gov/clk/formfee.aspx](http://www.scc.virginia.gov/clk/formfee.aspx)

## Securities Registration

Securities and persons offering or selling securities must be registered with the Virginia 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 also 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](http://www.scc.virginia.gov)

## Occupational Licensing

Occupational licensing may be required, depending on the type of business. See pages 60-63 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 with a Foreign State Corporation Commission must register with the Virginia 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.

The cost to file a fictitious trade name is \$10, payable in cash, in-state business check, certified check or money order. Visa and Mastercard are also accepted (with a 4% processing fee) if filing in person.

**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; Fax: 703/273-6534  
[www.fairfaxcounty.gov/courts/circuit/trade\\_name\\_info.htm](http://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 Virginia State Corporation Commission. The application fee is \$30.

**For more information, contact:**

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](http://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](http://www.fairfaxcounty.gov/dta)

Virginia ABC Board – Northern Virginia Regional Office  
6308 Grovedale Drive  
Alexandria, VA 22310-2551  
Tel: 703-313-4432; Fax: 703-313-4444  
[www.abc.virginia.gov](http://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. A \$325 plan review fee will be assessed. In addition, all establishments must pay an annual \$100 permit application fee. 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. Certified Food Manager certificates are issued through ORS Interactive in Falls Church. 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: 703-246-2444; TTY: 703-591-6435; Fax: 703-385-9568  
[www.fairfaxcounty.gov/service/hd](http://www.fairfaxcounty.gov/service/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 \$38.75 for passenger cars, pickup trucks and taxicabs up to 4,000 pounds; \$43.75 for passenger cars, pickup trucks and taxicabs up to 6,500 pounds; \$49.75 for pickup trucks from 6,501 to 7,500 pounds; and \$26.75 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 Fairfax 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: (toll-free): 866-368-5436; TTY: 800-272-9268  
Fax: 804-367-6631  
[www.dmv.virginia.gov](http://www.dmv.virginia.gov)

## 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: 703-583-3900; TTY: 711; Fax: 703-583-3871  
[www.deq.virginia.gov](http://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  
9801 Braddock Road  
Fairfax, VA 22032  
Tel: 703-323-4500; TTY: 711  
[www.vsp.virginia.gov](http://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 source 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/qasbsec.htm](http://www.sec.gov/info/smallbus/qasbsec.htm)). The Virginia State Corporation Commission also has regulations concerning the issuance of stock. See *page 14 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. The Service Corps of Retired Executives (SCORE) has summary information on how to obtain a loan on its Web site: [www.score.org/60\\_guide\\_get\\_loan.html](http://www.score.org/60_guide_get_loan.html). A number of Fairfax County organizations including the Community Business Partnership (see *page 110*), 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:** They 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.

More 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.

FCEDA's experience with IRBs enables applications to be processed quickly and at significant cost savings to the borrower. A business or organization interested in such financing should first seek counsel from a professional accountant and an attorney.

##### **For more information, contact:**

Fairfax County Economic Development Authority  
8300 Boone Boulevard, Suite 450  
Vienna, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

### VIRGINIA

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

VSBFA is the vehicle through which the Department of Business Assistance provides funding support to Virginia businesses for the promotion of 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 28-33.

### Industrial Development Bonds (IDB) and the Umbrella IDB Program

VSBFA issues both tax-exempt and taxable IDBs statewide to provide creditworthy 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) also 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  
707 East Main Street, Suite 300  
P.O. Box 446  
Richmond, VA 23218-0446  
Tel: 804-371-8254; TTY: 711; Fax: 804-225-3384  
[www.vdba.virginia.gov](http://www.vdba.virginia.gov)

Fairfax County Economic Development Authority  
8300 Boone Boulevard, Suite 450  
Vienna, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

## ■ EQUITY

### **FAIRFAX COUNTY**

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

#### Capital Attraction Program

Venture capital is funding provided to start-up companies in exchange for a percentage of ownership in the firms. Because of the strong local markets in telecommunications, software development, Internet services/security and managed healthcare, 20 venture capital companies have established offices in Fairfax County. In 2009, 23 Fairfax County companies received \$81 million in venture capital financing.

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 Fairfax 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  
 Vienna, VA 22182  
 Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
 E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

**VIRGINIA**

**Center for Innovative Technology (CIT)**

CIT seeks to close innovation gaps in the Commonwealth of Virginia and the nation by focusing on inventive new technologies, entrepreneurs and technology companies. CIT works with seed and early-stage technology companies located in Virginia through its entrepreneur services. CIT Entrepreneur assists companies in leveraging both federal and private investment to grow their ventures through the Growth Acceleration Fund (described below) 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 and life science 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: 703-464-1715  
 E-mail: [gap@cit.org](mailto:gap@cit.org)  
[www.citgapfunds.org](http://www.citgapfunds.org)

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

**Mid-Atlantic Venture Association (MAVA)**

MAVA represents private equity and venture capital firms (with investment interests in the mid-Atlantic and beyond), entrepreneurs and their strategic partners. It

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. Membership includes more than 500 venture capital professionals representing nearly 125 firms with collectively more than \$100 billion in capital under management.

**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](mailto:mava@mava.org)  
[www.mava.org](http://www.mava.org)

**FEDERAL**

**U.S. 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 venture capital investments in small businesses. Most SBICs are profit-motivated businesses 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/aboutsba/sbaprograms/inv/inv\\_directory\\_sbic.html](http://www.sba.gov/aboutsba/sbaprograms/inv/inv_directory_sbic.html).

Specialized Small Business Investment Company (SSBIC) Program

SSBICs operate the same way as SBICs. However, SSBICs are entitled to additional 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  
409 3rd Street, SW  
Investment Division, 6th Floor  
Washington, D.C. 20416  
SBA Answer Desk (toll-free): 800-827-5722  
SBIC/SSBIC Programs: 202-205-6510  
TTY: 800-877-8339  
E-mail: [sbic@sba.gov](mailto:sbic@sba.gov)  
[www.sba.gov/inv](http://www.sba.gov/inv)

## ■ GRANTS/AWARDS

### 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. Financial funding support may include \$500 to \$1,000 grants to help secure proposal preparation 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: 703-464-1719  
E-mail: [sbir@cit.org](mailto:sbir@cit.org)  
[www.cit.org](http://www.cit.org)

#### Virginia Economic Development Partnership

##### 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 buildout. The fund is **not** a routinely accessed financing mechanism. Grants are made at the discretion of the governor and are based on meeting specific job creation and investment criteria.

##### **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](http://www.yesvirginia.org)

## FEDERAL

### U.S. Department of Commerce

#### Technology Innovation Program (TIP)

Administered by the National Institute of Standards and Technology (NIST), a Department of Commerce agency that promotes U.S. innovation and industrial competitiveness through advancing measurement science, standards and technology, TIP provides assistance to U.S. businesses, institutions of higher education and other organizations (e.g., national laboratories and nonprofit research institutions). The program supports, promotes and accelerates innovation in the U.S. through high-risk, high-reward research in areas of critical national need. High-risk, high-reward research is defined as:

- having the potential to yield transformational results with far-ranging or wide-ranging implications;
- addressing critical national needs that support, promote and accelerate innovation in the U.S. that is within NIST's areas of technical competence; and
- is too novel or spans too diverse a range of disciplines to fare well in the traditional peer-review process.

TIP may fund single company projects of up to \$3 million over a maximum of three years or joint venture projects of up to \$9 million over a maximum of five years. TIP awardees share at least 50 percent of the yearly total project costs (direct plus indirect). TIP funds direct project costs only.

#### **For more information, contact:**

NIST Technology Innovation Program  
100 Bureau Drive, Stop 4700  
Gaithersburg, MD 20899-4700  
Tel: 1-888-TIP-NIST(1-888-847-6478); TTY: 711  
E-mail: [tip@nist.gov](mailto:tip@nist.gov)  
[www.nist.gov/tip](http://www.nist.gov/tip)

### 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 2.5 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. Only U.S.-owned and independently operated, for-profit businesses with 500 or fewer employees are eligible for an SBIR award. The principal researcher involved with an SBIR proposal or award must be employed by the business.

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

Domestic, for-profit businesses with 500 or fewer employees are eligible to participate in the STTR program. The principal researcher need not be employed by the small business participating in an STTR-funded project. Nonprofit research institutions must be U.S. based and must be a nonprofit college or university, nonprofit research organization or a federally funded R&D center.

Following submission of proposals, agencies make STTR awards based on small business or nonprofit research institution qualification, degree of innovation and future market potential.

#### **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.sba.gov/sbir](http://www.sba.gov/sbir)

## ■ 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., metropolitan area for equipment purchases. Repayment period is from six months to two years.

##### Micro-Loan Program

CBP's Micro-Loan Program provides direct loans to benefit low- to moderate-income individuals in Fairfax County. Loans from \$3,500 to \$25,000 are made to qualified applicants and can be used to purchase business machines and equipment, hire employees, purchase inventory, pay for marketing expenses and other purposes.

Business owners who meet at least one of the following criteria are eligible to apply for direct or guaranteed financing:

- The business owner has low to moderate income and is starting or expanding a business in Fairfax County.
- The business owner, regardless of income, is starting or expanding a business in Fairfax County and as a result of the loan, will hire low- to moderate-income individuals from within the county.
- The business owner, regardless of income, is starting or expanding a business in Fairfax County that provides services to low- to moderate-income individuals within the county.

##### Small Office Home Office Loans

CBP provides technical assistance to applicants seeking a Small Office Home Office Loan from the U.S. Small Business Administration. See *page 31* for details on this loan program.

##### **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: [pauline@cbponline.org](mailto:pauline@cbponline.org)  
[www.cbponline.org](http://www.cbponline.org)

## VIRGINIA

### Business Finance Group, Inc.

Business Finance Group is a private nonprofit organization that provides commercial mortgages to small businesses through the SBA 504 program. The program helps growing small businesses buy or build a facility or long-term machinery and equipment with minimal down payments at attractive 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) of 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](http://www.businessfinancegroup.org)

#### Additional SBA 504 lenders authorized to provide financing in northern Virginia include:

Mid-Atlantic Business Finance Company  
1410 North Crain Highway, Suite B  
Glen Burnie, MD 21061  
Tel: 800-730-0017; TTY: 711; Fax: 410-863-7446  
[www.mabfc.com](http://www.mabfc.com)

Chesapeake Business Finance Corporation  
1101 30th Street, NW, Suite 500  
Washington, D.C. 20007  
Tel: 202-342-2973; TTY: 711, Fax: 202-342-0389  
[www.chesapeake504.com](http://www.chesapeake504.com)

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

#### 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 \$500,000 or 75 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 five 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.

*For additional information on other Virginia Department of Business Assistance financial services and business assistance programs, see pages 20-21 in “Financing” and pages 114-115 of the “Services and Resources” section of this book.*

#### **For more information, contact:**

Virginia Small Business Financing Authority  
Virginia Department of Business Assistance  
707 East Main Street, Suite 300  
P.O. Box 446  
Richmond, VA 23218-0446  
Tel: 804-371-8254; TTY: 711; Fax: 804-225-3384  
[www.dba.virginia.gov](http://www.dba.virginia.gov)

## **FEDERAL**

### **U.S. Small Business Administration (SBA)**

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. The majority of 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.

On February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009 (the “Recovery Act”). Section 502 of the Recovery Act authorizes SBA to guarantee up to 90 percent of a 7(a) loan except for SBA Express. SBA Express remains at a 50 percent guaranty. The Recovery Act did not change the maximum SBA guaranteed amount, which remains at \$1.5 million.

Section 501 of the Act also authorizes SBA to reduce or eliminate certain fees on 7(a) and 504 loans. For 7(a) loans approved by SBA after February 17, 2009, SBA will temporarily eliminate Small Business Act section 7(a)(18)(A) fees (upfront guaranty fees) for all eligible loans, including those made with higher SBA guarantees (up to 90

percent) as provided in Section 502 of the Act. SBA will eliminate upfront guaranty fees until the aggregate dollar amount of 7(a) loans made under this authority exhausts the funds dedicated to that purpose.

For eligible loans approved through SBA's Section 504 Certified Development Company (CDC) Program after February 17, 2009, SBA will temporarily eliminate two program fees: 1) third-party participation fees and 2) CDC processing fees.

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 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. 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 and accounts receivable.

#### Defense Loan and Technical Assistance (DELTA) Program

The DELTA Program provides financial and technical assistance to small businesses hurt by the closure (or substantial reduction) of a Department of Defense (DoD) installation, or the termination (or substantial reduction) of a DoD program on which the small business was a prime contractor, subcontractor or supplier at any tier. A business can also be deemed eligible if it is located in a community that has been harmed by these same actions. The goal of the program is to help affected businesses diversify into the commercial market while remaining part of the defense industrial base.

#### 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.*

#### Small Office Home Office (SOHO) Loan Initiative

The SOHO Program provides financial and technical assistance to small and home-based business owners. SOHO loans offer rapid approvals on amounts ranging from \$5,000 up to \$25,000. Loan requests above \$20,000 come with additional requirements. Terms include a seven-year repayment period, with no prepayment penalty and minimal paperwork.

### Export Working Capital Program

The Export Working Capital Program guarantees up to 90 percent (to a maximum of \$1.5 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 maximum gross amount (\$2 million) and SBA-guaranteed amount (\$1.5 million) for an IT loan is the same as a regular 7(a) loan. However, there is an exception to the maximum SBA 7(a) guaranty amount to one borrower (including affiliates); the maximum guaranteed amount can go up to \$1.75 million under certain circumstances. SBA can guarantee up to 85 percent of loans of \$150,000 or less, and up to 75 percent of loans above \$150,000.

### 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 \$35,000 per business entity. The Enterprise Development Group (affiliated with the Ethiopian Community Development Council in Arlington, VA) administers the Micro-Loan Program in northern Virginia.

### 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 \$100,000 or more. Many state, county, municipal and private-sector contracts also require bonding, but small and minority 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 \$5 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](http://www.sba.gov)

Fairfax County Economic Development Authority  
 8300 Boone Boulevard, Suite 450  
 Vienna, VA 22182  
 Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
 E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

Mason Enterprise Center  
 George Mason University  
 4031 University Drive, Suite 200  
 Fairfax, VA 22030  
 Tel: 703-277-7700; TTY: 711; Fax: 703-277-7722  
[www.sbdc.org](http://www.sbdc.org)

## 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 create jobs through exports. It provides guaranties of working- capital loans for U.S. exporters, and guaranties the repayment of loans or makes loans to foreign purchasers of 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 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  
[www.exim.gov](http://www.exim.gov)

## Overseas Private Investment Corporation

The Overseas Private Investment Corporation (OPIC) provides medium- and long-term loans, loan guaranties and political risk insurance to companies interested in doing business or investing in developing nations and emerging markets. OPIC's Small and Medium Enterprise 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](http://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 geographical location within your market area;
- 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.

**→ Note: New or expanding businesses located in the towns of Clifton, Herndon or Vienna also should contact their town government offices regarding specific business regulations, (e.g., zoning, 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](http://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](http://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](http://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)**

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

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  
Vienna, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

### **Southeast Fairfax Development Corporation (SFDC)**

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.

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  
8850 Richmond Highway, Suite 105  
Alexandria, VA 22309  
Tel: 703-360-5008; Fax: 703-360-5123  
E-mail: [info@sfdc.org](mailto:info@sfdc.org)  
[www.sfdc.org](http://www.sfdc.org)

### **Brokerage Firms and Real Estate Service Companies**

Some commercial real estate brokers also represent tenants (tenant brokers). FCEDA maintains a listing of tenant brokers who operate in the Washington, D.C. area.

## ■ WHERE TO OPERATE YOUR BUSINESS

### Home-Based Business

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](mailto:info@cbponline.org)  
[www.cbponline.org](http://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](http://www.incspire.com)

Teqcorner  
1616 Anderson Road  
McLean, VA 22102  
Tel: 703-286-0808; Fax: 703-356-3166  
[www.teqcorner.com](http://www.teqcorner.com)

The InnoHungary Technology Center ([www.interaccessusa.com/9.html](http://www.interaccessusa.com/9.html)) provides services to companies originating from Hungary.

### 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 trouble-shooting.

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.fairfaxcountyedea.org/fact-sheets](http://www.fairfaxcountyedea.org/fact-sheets)

## Commercial Office Space (Leased or Owned)

Fairfax County is metropolitan Washington's largest suburban office market and the largest office market in Virginia. With almost 113 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 for business owners to consider. 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 41-49).

## **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](mailto:info@masonenterprisecenter.org)  
[www.masonenterprisecenter.org](http://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  
3900 Jermantown Road, Suite 300  
Fairfax, VA 22030  
Tel: 866-469-1010; TTY: 711; Fax: 866-284-1607  
E-mail: [info@teleworkva.org](mailto:info@teleworkva.org)  
[www.teleworkva.org](http://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 below.

### 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/](http://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](http://www.fairfaxcounty.gov/dpz)

#### **Planning, Comprehensive Plan and general information:**

*Tel: 703-324-2974; TTY: 711; Fax: 703-324-3056*

#### **Zoning Administration (zoning ordinance changes, parking, signs, telecommunication facilities, occupancy permits, zoning enforcement, etc.):**

*Tel: 703-324-1314; TTY: 711; Fax: 703-803-6372*

#### **Zoning Evaluation (rezonings, special permits and variances, and special exceptions):**

*Tel: 703-324-1290; TTY: 711; Fax: 703-324-3924*

#### 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. More than 13 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.

**For more information, contact:**

Fairfax County Department of Planning and Zoning  
12055 Government Center Parkway, Suite 730  
Fairfax, VA 22035  
Tel: 703-324-1380; TTY: 711; Fax: 703-324-3056  
[www.fairfaxcounty.gov/dpz/historic](http://www.fairfaxcounty.gov/dpz/historic)

**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 and Reinvestment (OCRR) 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.

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

**For more information, contact:**

Fairfax County Office of Revitalization and Reinvestment  
12055 Government Center Parkway, Suite 1048  
Fairfax, VA 22035  
Tel: 703-324-9300; TTY: 711; Fax: 703-324-9317;  
E-mail: [Revitalization@fairfaxcounty.gov](mailto:Revitalization@fairfaxcounty.gov)  
[www.fcrcv.org](http://www.fcrcv.org)

See also “Real Property Tax Abatement Program” for revitalization areas on 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 and 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.htm](http://www.fairfaxcounty.gov/dpz/zoning/homeoccupation.htm)

**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 (DPW-ES);
- 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; and
- site inspection by DPW-ES; 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 is free.

**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](http://www.fairfaxcounty.gov/dpz)

# **Building, Construction, Land Development Permits and Requirements**

## Land and Site Development

Department of Public Works and Environmental Services (DPW-ES), Land Development Services

The Land Development Services area of DPW-ES is responsible for all “horizontal” development 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: 703-324-1730; TTY: 711  
[www.fairfaxcounty.gov/dpwes](http://www.fairfaxcounty.gov/dpwes)

## Building Permits

A building permit is required for the erection of new structures and for modifications of existing structures in Fairfax County. Fairfax County DPW-ES, Land Development Services, is responsible for the permitting and inspection of all new construction and alterations to existing buildings and structures.

## Electrical, Mechanical and Plumbing Permits—Construction

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

- DPW-ES;
- Fire and Rescue Department;
- 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  
[www.fairfaxcounty.gov/dpwes](http://www.fairfaxcounty.gov/dpwes)

**Land Development Services key department telephone numbers:**

- Permit Application Center:  
*Tel: 703-222-0801; TTY 703-324-1877*
- 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*

**Land Development Services online services:**

The DPW-ES, Land Development Services Web site ([www.fairfaxcounty.gov/dpwes](http://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)**

DPW-ES 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](http://www.fairfaxcounty.gov/hrc)

Fairfax County Department of Public Works and Environmental Services  
Building Plan Review Division  
12055 Government Center Parkway, Suite 659  
Fairfax, VA 22035  
*Tel: 703-324-1029; TTY: 711; Fax: 703-324-1614*  
[www.fairfaxcounty.gov/dpwes](http://www.fairfaxcounty.gov/dpwes)

**Fire Department Inspections/Permits**

New buildings under construction and existing buildings undergoing renovation or other structural modification may have to be inspected and/or permitted by the Fairfax County Fire and Rescue Department’s Fire Prevention Services Division.

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.

**For more information, contact:**

Fairfax County Fire and Rescue Department  
Fire Prevention Division  
10700 Page Avenue  
Fairfax, VA 22030  
[www.fairfaxcounty.gov/fr/prevention](http://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 46-47*
- *Equal Opportunity—Americans with Disabilities Act, page 59*
- *Historic Overlay Districts, pages 41-42*
- *Recycling Requirements, page 48*
- *Revitalization Districts, page 42*
- *Waste Disposal, pages 47-48*
- *Well Water Supplies and Individual Sewage Disposal Systems, pages 48-49*

**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 Virginia 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: 703-591-6435, Fax: 703-385-9568*  
[www.fairfaxcounty.gov/hd/resourceair.htm](http://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](http://www.fairfaxcounty.gov/fr/prevention)

Virginia Department of Environmental Quality  
Northern Virginia Office – Pollution Control Division  
13901 Crown Court  
Woodbridge, VA 22193  
*Tel: 703-583-3800; TTY: 804-698-4021; Fax: 703-583-3871*  
[www.deq.virginia.gov](http://www.deq.virginia.gov)

**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 DPW-ES'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](http://www.fairfaxcounty.gov/dpwes)

Virginia Department of Environmental Quality  
Northern Virginia Office  
13901 Crown Court  
Woodbridge, VA 22193  
Tel: 703-583-3800; TTY: 804-698-4021; Fax: 703-583-3871  
[www.deq.virginia.gov](http://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 – Main Office  
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](http://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/biz-faqs.htm](http://www.fairfaxcounty.gov/dpwes/recycling/biz-faqs.htm).

The Division of Solid Waste Collection and Recycling staff provides employee training and technical assistance to businesses working to design and implement recycling programs. Two 18-minute videos, *Business Recycling Makes \$en\$e* and *Source Reduction*, are available for a free 30-day loan.

**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](http://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 DPW-ES 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  
Noman 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](http://www.fairfaxcounty.gov/living/publicworks)

Virginia Department of Environmental Quality  
Northern Virginia Office  
13901 Crown Court  
Woodbridge, VA 22193  
Tel: 703-583-3800; TTY: 804-698-4021; Fax: 703-583-3871  
[www.deq.virginia.gov](http://www.deq.virginia.gov)

**Well Water Supplies and Individual Sewage Disposal Systems**

The Fairfax County Department of Health, in cooperation with the Fairfax County DPW-ES Office of Building Code Services Permits 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: 703-591-6435; Fax: 703-385-9568  
[www.fairfaxcounty.gov/hd/eh/](http://www.fairfaxcounty.gov/hd/eh/)

Fairfax County Department of Public Works and Environmental Services  
Office of Building Code Services – Permits Division  
12055 Government Center Parkway, 2nd Floor  
Fairfax, VA 22035  
Tel: 703-222-0801; TTY: 711; Fax: 703-324-1865  
[www.fairfaxcounty.gov/dpwes](http://www.fairfaxcounty.gov/dpwes)

Virginia Department of Environmental Quality  
Northern Virginia Office  
13901 Crown Court  
Woodbridge, VA 22193  
Tel: 703-583-3800; TTY: 804-698-4021; Fax: 703-583-3871  
[www.deq.virginia.gov](http://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 \$14 non-refundable processing fee is required.

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 (\$15 fee) 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](http://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: 1-800-COMCAST  
[www.comcast.com](http://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](http://www.cox.com)

#### **Verizon Cable** (parts of county, call to determine service availability)

Tel: 1-800-483-4000  
[www.verizon.com](http://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](http://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](mailto:info@novec.com)  
[www.novec.com](http://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](mailto:custsrv@washgas.com)  
[www.washgas.com](http://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/en/about-us.aspx](http://www.columbiagasva.com/en/about-us.aspx)

## Sewer Service

### **Fairfax County Office of Waste Management**

12000 Government Center Parkway, Suite 358  
Fairfax, VA 22035-0058  
Tel: 703-324-5030; TDD: 703-698-7025  
E-mail: [watermainbreak@fairfaxwater.org](mailto:watermainbreak@fairfaxwater.org)  
[www.fairfaxwater.org](http://www.fairfaxwater.org)

## 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.

Company Name	Contact Number	Local	Long Distance
Comcast Communications	1-800-COMCAST	✓	
Cox Communications	703-378-8422	✓	✓
Verizon	703-954-6222 or 800-483-4000	✓	✓
Verizon Business	800-826-2355 or 800-483-5000	✓	✓

*Note: A more comprehensive listing of telephone providers also can be found in the White Pages telephone directory.*

## Water Service

### Fairfax Water

P.O. Box 1500

Merrifield, VA 22116 (*billing*)

8570 Executive Park Avenue

Fairfax, VA 22031 (*mailing*)

*Tel: 703-698-5800 (billing and customer service); 703-698-5613 (after hours);*

*TDD: 703-698-7025; Fax: 703-289-6133*

*E-mail: [Customers@fairfaxwater.org](mailto:Customers@fairfaxwater.org)*

*[www.fairfaxwater.org](http://www.fairfaxwater.org)*

### City of Fairfax

Department of Transit and Utilities

10455 Armstrong Street, Room 300

Fairfax, VA 22030

*Tel: 703-385-7920; Fax: 703-934-8427*

*[www.fairfaxva.gov/utilities/utilities.asp](http://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](mailto:water@fallschurchva.gov)*

*[www.fallschurchva.gov/Content/Government/Departments/AdminServ/](http://www.fallschurchva.gov/Content/Government/Departments/AdminServ/CustomerServ.aspx?&cnlid=1080)*

*[CustomerServ.aspx?&cnlid=1080](http://www.fallschurchva.gov/Content/Government/Departments/AdminServ/CustomerServ.aspx?&cnlid=1080)*

### 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: 703-787-7325

E-mail: [publicworks@herndon-va.gov](mailto:publicworks@herndon-va.gov)

[www.herndon-va.gov/Content/Town\\_Services/Water\\_and\\_Sewer/default.aspx?cnlid=1125](http://www.herndon-va.gov/Content/Town_Services/Water_and_Sewer/default.aspx?cnlid=1125)

### Town of Vienna

Water and Sewer Department

127 Center Street, South

Vienna, VA 22180

Tel: 703-255-6385; Fax: 703-938-5560

E-mail: [Water@ViennaVA.gov](mailto:Water@ViennaVA.gov)

## ■ ADDITIONAL RESOURCES

### Building, Construction and Land Use

- **A Guide for Submitting Permit Applications and Building Plans for New Commercial Structures**, Fairfax County Department of Public Works and Environmental Services, 703-222-0801, [www.fairfaxcounty.gov/dpwes/publications/commercial\\_str.pdf](http://www.fairfaxcounty.gov/dpwes/publications/commercial_str.pdf).
- **A Guide to the Development Process for Projects Requiring Special Permits or Special Exception**, Fairfax County Department of Public Works and Environmental Services, 703-324-1290, [www.fairfaxcounty.gov/dpwes/publications/develop.htm](http://www.fairfaxcounty.gov/dpwes/publications/develop.htm).
- **An Overview of the Planning and Zoning Process within Commercial Revitalization Districts and Areas**, Fairfax County Department of Planning and Zoning, 703-324-1314, [www.fairfaxcounty.gov/dpz/revitalization/crdbrochure.pdf](http://www.fairfaxcounty.gov/dpz/revitalization/crdbrochure.pdf).
- **An Overview of the Fairfax County Rezoning Process**, Fairfax County Department of Planning and Zoning, 703-324-1290, [www.fairfaxcounty.gov/dpz/publications/rezoningprocess.pdf](http://www.fairfaxcounty.gov/dpz/publications/rezoningprocess.pdf).

### Environment

- **Business and Industry Guide to Environmental Permits in Virginia**, Virginia Department of Environmental Quality, 804-698-4447, [www.deq.virginia.gov/permits](http://www.deq.virginia.gov/permits).
- **Fairfax County Business Recycling Overview**, Fairfax County Division of Solid Waste, 703-324-5230, [www.fairfaxcounty.gov/dpwes/recycling/biz.htm](http://www.fairfaxcounty.gov/dpwes/recycling/biz.htm).

## **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

- 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 the business owner's success at hiring and retaining qualified and well-trained employees.

## ■ 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](http://www.irs.gov)

**Forms and publications:** 800-829-3676

**Assistance:** 800-829-1040; TTY: 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: 800-357-2099; TTY: 800-767-1833  
[www.uscis.gov](http://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  
13 South 13th Street  
Richmond, VA 23219  
Tel: 804-786-8011; TDD: 804-786-2376; Fax: 804-371-6524  
[www.doli.virginia.gov](http://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: 804-786-4359; TTY: 711; Fax: 804-371-0616  
[www.vec.virginia.gov](http://www.vec.virginia.gov)

#### **Workers’ Compensation Insurance**

“Workers’ Compensation and Instructions to Employers and Employees” (Form No. 1). Must be posted by every employer subject to the law. (See pages 64-65 for more details on workers’ compensation insurance.)

#### **To order, contact:**

Virginia Workers’ Compensation Commission  
1000 DMV Drive  
Richmond, VA 23220  
Tel: 804-367-8699; TTY: 711; Fax: 804-367-9740  
[www.wvc.state.va.us](http://www.wvc.state.va.us)

## 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.” Concerns 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” (Wage and Hour Division Publication 142). 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” (Wage and Hour Division Publication 1313). Affects companies performing certain types of government contract work.

### **Fair Labor Standards Act**

“Your Rights Under the Fair Labor Standards Act” (Wage and Hour Division Publication 1088). Concerns minimum wage, overtime payment and employment of minors.

### **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  
[www.dol.gov/esa](http://www.dol.gov/esa)

### **Equal Employment Opportunity**

“Equal Employment Opportunity is the Law” (Government Printing Office 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  
131 M Street, NE  
Suite 4NW027  
Washington, DC 20507  
Tel: 202-663-4900; TTY: 202-663-4494  
[www.eeoc.gov](http://www.eeoc.gov)

## 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. The Fairfax County Human Rights Commission (FCHRC) enforces the ordinance by receiving and investigating complaints alleging violations of the ordinance. Employers with four or more employees must comply.

FCHRC also provides information to businesses regarding compliance with the other civil rights laws. FCHRC has a work-sharing relationship with the U.S. Equal Employment Opportunity Commission (EEOC) and is responsible for receiving and investigating complaints that allege violations of the federal civil rights law (Title VII, the Americans with Disabilities Act [ADA] and the Age Discrimination in Employment Act) that occur within the county. FCHRC is designated as an intake agent for the EEOC, and, where appropriate, complaints are also filed with the EEOC to maintain the federal rights of the complainants.

### 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](http://www.fairfaxcounty.gov/hrc)

Fairfax County Department of Public Works and Environmental Services  
Building Plan Review Division  
12055 Government Center Parkway, Suite 659  
Fairfax, VA 22035  
Tel: 703-324-1029, TTY: 711; Fax: 703-324-1614  
[www.fairfaxcounty.gov/dpwes](http://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 those 14 and 15 years of age. Hours are not regulated and no employment certificate is needed for adolescents ages 16 and 17. All minors are prohibited from engaging in hazardous employment. The Virginia Department of Labor and Industry's Division of Labor and Employment Law maintains a list of jobs in which minors can and cannot be employed.

#### **For more information, 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  
[www.doli.virginia.gov](http://www.doli.virginia.gov)

# Occupational Licenses and Permits

## FAIRFAX COUNTY

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

Occupation	Agency to Contact
<ul style="list-style-type: none"> <li>• Fortune tellers (and similar)</li> <li>• Bondsmen</li> <li>• Dance hall operators</li> <li>• Owners of establishments serving mixed drinks</li> <li>• Auto graveyards</li> <li>• Refuse trucks</li> <li>• Circuses and carnivals</li> </ul>	Fairfax County Department of Tax Administration 12000 Government Center Parkway Suite 223 Fairfax, VA 22035 <i>Tel: 703-222-8234; TTY: 703-222-7594</i> <i>Fax: 703-324-3929</i> <a href="http://www.fairfaxcounty.gov/dta">www.fairfaxcounty.gov/dta</a>
<ul style="list-style-type: none"> <li>• Taxicab drivers and operators</li> <li>• Peddlers</li> <li>• Solicitors</li> <li>• Precious metal and gem dealers</li> <li>• Pawnbrokers</li> <li>• Going out of business sales</li> </ul>	Fairfax County Department of Cable Communications and Consumer Protection 12000 Government Center Parkway Suite 433 Fairfax, VA 2203 <i>Tel: 703-222-8435; TTY: 711;</i> <i>Fax: 703-322-5942</i> <a href="http://www.fairfaxcounty.gov/dcccp">www.fairfaxcounty.gov/dcccp</a>
Commercial swimming pools	Fairfax County Department of Health 10777 Main Street Fairfax, VA 22030 <i>Tel: 703-246-2300; TTY: 703-591-9435</i> <i>Fax: 703-385-9568</i> <a href="http://www.fairfaxcounty.gov/hd">www.fairfaxcounty.gov/hd</a>
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, Fairfax, VA 22035 <i>Tel: 703-324-1937; TTY: 711</i> <i>Fax: 703-385-9568</i> <a href="http://www.fairfaxcounty.gov/dpwes">www.fairfaxcounty.gov/dpwes</a>

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:

Regulated Occupation	Agency/Board/Licensing Agency
<ul style="list-style-type: none"> <li>• Agricultural products dealers</li> <li>• Pesticide applications</li> </ul>	Virginia Department of Agriculture and Consumer Services 102 Governor Street Richmond, VA 23219 <i>Tel: 804-786-2373; TTY: 800-828-1120;</i> <i>Fax: 804-371-6097</i> <a href="http://www.vdacs.virginia.gov">www.vdacs.virginia.gov</a>
<ul style="list-style-type: none"> <li>• Accountants</li> <li>• Appraisers (real estate)</li> <li>• Architects</li> <li>• Asbestos contractors and workers</li> <li>• Auctioneers</li> <li>• Barbers</li> <li>• Contractors</li> <li>• Cosmetologists</li> <li>• Hearing aid dealers and fitters</li> <li>• Interior designers</li> <li>• Land surveyors</li> <li>• Landscape architects</li> <li>• Opticians</li> <li>• Professional engineers</li> <li>• Professional soil scientists</li> <li>• Real estate brokers and salespersons</li> <li>• Tradesman (electricians, mechanics, plumbers, etc.)</li> </ul>	Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400 Richmond, VA 23233 <i>Tel: 804-367-8500; TTY: 804-527-4290</i> <a href="http://www.dpor.virginia.gov">www.dpor.virginia.gov</a>
<ul style="list-style-type: none"> <li>• Audiologist/speech pathologists</li> <li>• Counselors</li> <li>• Dentists</li> <li>• Doctors</li> <li>• Funeral directors and embalmers</li> <li>• Nurses</li> <li>• Nursing home administrators</li> <li>• Optometrists</li> <li>• Pharmacists</li> <li>• Physical therapist</li> <li>• Psychologists</li> <li>• Social workers</li> <li>• Veterinarians</li> </ul>	Virginia Department of Health Professions Perimeter Center 9960 Mayland Drive, Suite 300 Richmond, VA 23230 <i>Tel: 804-367-4400; TTY 711</i> <i>Fax: 804-336-4475</i> <i>Automated license verification:</i> <i>804-270-4475</i> <a href="http://www.dhp.virginia.gov">www.dhp.virginia.gov</a>

Attorneys	<p>Virginia Board of Bar Examiners  2201 West Broad Street, Suite 101  Richmond, VA 23220-2022  Tel: 804-367-0412; TTY: 711  Fax: 804-3670416  www.vbbe.state.va.us</p>
<ul style="list-style-type: none"> <li>• Bail bondsmen</li> <li>• Private security firms and agencies</li> <li>• Training schools</li> </ul>	<p>Virginia Department of Criminal Justice Services – Private Security Services  1100 Bank Street  Richmond, VA 23219  Tel: 804-786-4700; TTY: 711  Fax: 804-786-6344  www.dcjs.virginia.gov/pss</p>
Motor vehicle dealers	<p>Motor Vehicle Dealer Board  2201 West Broad Street, Suite 104  Richmond, VA 23220  Tel: 804-367-1100; TTY: 711  Toll-free (VA only): 877-270-0203  Fax: 804-367-1053  www.mvdb.virginia.gov</p>
<ul style="list-style-type: none"> <li>• Degree-granting institutions</li> <li>• Correspondence schools</li> </ul>	<p>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</p>
Insurance agents and agencies	<p>Virginia State Corporation Commission  Licensing Department, Bureau of Insurance  P.O. Box 1157  Richmond, VA 23218  Tel: 804-371-9631; TTY: 703-371-9206  Toll-free (VA only): 800-552-7945  Toll-free (nationwide): 877-310-6560  www.scc.virginia.gov</p>

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](http://www.virginia.gov).

## FEDERAL

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

Regulated Industry/Occupation	Agency to Contact
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; TTY: 866-927-9257 <a href="http://www.atf.gov">www.atf.gov</a> Forms: <a href="http://www.atf.gov/forms/dcof">www.atf.gov/forms/dcof</a>
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 Fax on demand: 202-418-2830 <a href="http://www.fcc.gov">www.fcc.gov</a>
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 <a href="http://www.fda.gov">www.fda.gov</a>
Securities sales	U.S. Securities and Exchange Commission 101 F Street, NE Washington, D.C. 20549 Tel: 202-942-8088; TTY: 800- 877-8339 <a href="http://www.sec.gov">www.sec.gov</a>

## 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  
13 South 13th Street  
Richmond, VA 23129  
Tel: 804-371-2327; TDD: 804-786-2376; Fax: 804-371-6524  
[www.doli.virginia.gov](http://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 on account of 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](http://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 three or more 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: 804-367-8699; 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) charged with helping employers find qualified workers and workers find jobs. VEC services are free to employers and job seekers. Detailed information on VEC services may be obtained online 24 hours a day via the VEC Web site ([www.vec.virginia.gov](http://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.

There are three VEC district workforce centers in northern Virginia.

**For more information, contact:**

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

Centreville  
Reemploy Virginia  
14245-L Centreville Square  
Centreville, VA 20121  
Tel: 703-802-1105

Prince William County  
Virginia Workforce Center  
13370 Minnieville Road  
Woodbridge, VA 22192  
Tel: 703-586-6870  
TTY: 703-583-6850

## **Northern Virginia Workforce Investment Board— SkillSource Centers**

The Northern Virginia Workforce Investment Board (NVWIB) serves more than 1.7 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 additional information, visit the SkillsSource Web site, [www.myskillsource.org](http://www.myskillsource.org) or contact the SkillsSource Center closest to your business location:**

Falls Church SkillSource Center  
6245 Leesburg Pike, Suite 315  
Falls Church, VA 22044  
Tel: 703-533-5400; TTY: 703-533-5316

Lake Anne Employment Resource Center (a SkillSource affiliate)  
11484 Washington Plaza West, Suite 130  
Reston, VA 22190  
Tel: 703-787-4974; TTY: 703-704-0350

Loudoun Workforce Resource Center  
Shenandoah Building  
102 Heritage Way, NE, Suite 103  
Leesburg, VA 20176  
*Tel: 703-777-0150; TTY: 711 VA Relay*

South County SkillSource Center  
8350 Richmond Highway, Suite 327  
Alexandria, VA 22309  
*Tel: 703-704-6286; TTY: 703-704-6685*

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

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 Virginia. Workforce Services also offers consulting services, organizational development, electronic media services and funding for eligible businesses.

### **For more information, contact:**

Virginia Department of Business Assistance  
707 East Main Street, Suite 300  
P.O. Box 446  
Richmond, VA 23218-0446  
*Tel: 804-371-8200; TTY: 711; Fax: 804-371-8111*  
[www.dba.virginia.gov](http://www.dba.virginia.gov)

## **Fairfax County Public Schools— Internships and Cooperative Education**

The Fairfax County Public School (FCPS) system is the largest in Virginia and the 12th largest in the nation with approximately 174,000 students. County 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 Career Centers, located within individual high schools.

### **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](http://www.fcps.edu)  
[www.fcps.edu/DIS/SchoolCounseling/CareerConnections/index.htm](http://www.fcps.edu/DIS/SchoolCounseling/CareerConnections/index.htm)

## **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 are accepted to TJHSST through a competitive process that evaluates admission test scores, academic achievement, personal essays and teacher recommendations. Under the program, students are selected on the basis of aptitude and interest in the biological, physical, mathematical and computer sciences, and related fields.

They 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 the 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: 703-658-5806*  
*www.tjhsst.edu*

## **George Mason University Career Development Center**

The Career Services office 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 Mason's Web-enabled system, PatriotJobWeb. 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.

### **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: [careerhp@gmu.edu](mailto:careerhp@gmu.edu)*  
*www.careers.gmu.edu*

## **Northern Virginia Community College (NOVA) Cooperative Education Program**

The Cooperative Education Program matches employers with NOVA students for on-the-job opportunities to apply classroom work. Employers gain access to talented and motivated employees while students acquire real-world experience.

Employers can post job and internship openings to NOVA students free through the college's online system, MonsterTRAK.

### **For additional information, contact:**

CO-OP Program  
Northern Virginia Community College  
8333 Little River Turnpike  
Annandale, VA 22003-3796  
Tel: 703-323-3164; TTY: 711; Fax: 703-323-3015  
[www.nvcc.edu/annandale/business/coop](http://www.nvcc.edu/annandale/business/coop)

## **Senior Employment Resources (Fairfax County)**

Senior Employment Resources (SER) is a private nonprofit job service that matches mature job-seekers age 50 and up with employers. Most of SER's clients have many years of experience in professional, service and clerical jobs. Seniors are provided with counseling, computer training, resume editing, access to computers and fax services and a listing of available jobs, volunteer opportunities and networking opportunities. All senior applicants are prescreened for the employers by SER, which also provides participating employers with Internet advertisements.

### **For more information, contact:**

Senior Employment Resources  
4201 John Marr Drive, Suite 236  
Annandale, VA 22003-3204  
Tel: 703-750-1936; TTY: 711; Fax: 703-750-0269  
[www.seniorjobs.org](http://www.seniorjobs.org)

## **Virginia Department of Rehabilitative Services**

The Virginia Department of Rehabilitative Services provides staffing and 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.

### **For more information, contact:**

Virginia Department of Rehabilitative Services  
8004 Franklin Farms Drive  
Richmond, VA 23229  
Tel: 804-662-7000; TTY: 711; Fax: 804-662-9532  
[www.vdrs.org](http://www.vdrs.org)

See also the listing of other schools and universities in the Washington, D.C., region under "Training and Development Resources," pages 70-74.

## ■ TRAINING AND DEVELOPMENT RESOURCES

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

### Apprenticeship-Related Instruction

#### Virginia Department of Labor and Industry—Apprenticeship-Related Instruction

The Division of Apprenticeship Training of the Virginia Department of Labor and Industry provides technical assistance to businesses in developing and/or expanding apprenticeship programs. The division maintains a statewide system of training for selected skilled trades that combines on-the-job experience with classroom training. It also provides certification for both apprenticeship programs and apprentices.

**For more information, contact:**

Virginia Department of Labor and Industry – Northern Virginia Regional Office  
Division of Apprenticeship Training  
10515 Battleview Parkway  
Manassas, VA 20109-2343  
Tel: 703-392-0900; TTY: 711; Fax: 703-392-0308  
[www.dli.state.va.us](http://www.dli.state.va.us)

### 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  
5775 Spindle Court  
Centreville, VA 20121

**FCPS:**

571-423-1000; TTY: 703-246-7780; Fax: 571-423-1207  
[www.fcps.edu](http://www.fcps.edu)

**Adult Education:**

703-227-2206; TTY: 703-280-9833  
E-mail: [aceonline@fcps.edu](mailto:aceonline@fcps.edu)  
[www.fcps.edu/aceclasses/](http://www.fcps.edu/aceclasses/)

## Higher Education Resources

More than 45 institutions of higher learning are located in metropolitan Washington, D.C.

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](http://www.FairfaxCountyEDA.org).

Washington-area schools on the following list with Fairfax County locations are highlighted in bold type. Larger county institutions are profiled on the following pages.

School	Telephone
American University, <i>Washington, D.C.</i>	202-885-1000
<b>Averett University</b> , <i>Vienna, VA</i>	434-791-5600
Art Institute of Washington, <i>Arlington, VA*</i>	877-303-3771
Bowie State University, <i>Bowie, MD</i>	301-860-4000
Capitol College, <i>Laurel, MD</i>	301-369-2800
Catholic University of America, <i>Washington, D.C.</i>	202-319-5000
<b>Central Michigan University</b> , <i>Centreville, VA*</i>	703-988-0010
<b>College of William and Mary</b> , <i>Reston, VA</i>	703-547-2224
Columbia Union College, <i>Takoma Park, MD</i>	301-891-4000
Corcoran School of Art, <i>Washington, D.C.</i>	202-639-1800
DeVry University, <i>Arlington, VA*</i>	866-338-7934
<b>ECPI College of Technology</b> , <i>Dulles, VA*</i>	800-986-1200
Florida Institute of Technology, <i>Alexandria, VA*</i>	703-751-1060
Gallaudet University, <i>Washington, D.C.</i>	202-651-5000
<b>George Mason University</b> , <i>Fairfax, VA*</i>	703-993-1000
George Washington University, <i>Washington, D.C.*</i>	202-994-1000
Georgetown University, <i>Washington, D.C.</i>	202-687-0100
Howard University, <i>Washington, D.C.</i>	202-806-6100
<b>ITT Technical Institute</b> , <i>Springfield and Chantilly, VA*</i>	703-440-9535
Johns Hopkins University, <i>Rockville, MD*</i>	301-294-7000
<b>Keller Graduate School</b> (part of DeVry University), <i>McLean, VA*</i>	703-556-9669
Maryland College of Art and Design, <i>Silver Spring, MD</i>	301-649-4454
Marymount University, <i>Arlington, VA</i>	703-522-5600
Montgomery College, <i>Rockville, MD*</i>	301-279-5000
<b>National Louis University</b> , <i>Vienna, VA*</i>	703-647-7439
<b>Northern Virginia Community College</b> , <i>Annandale, VA*</i>	703-323-3000
<b>Park University</b> , Distance Learning Program, <i>Fort Myer, VA*</i>	703-527-5258
Prince George's Community College, <i>Hyattsville, MD</i>	301-336-6000
<b>Stratford University</b> , <i>Vienna, VA</i>	703-821-8570

Strayer University, Arlington, VA*	703-892-5100
Trinity College, Washington, D.C.	202-884-9000
Troy State University, Fort Myer, VA	703-525-3051
University of the District of Columbia, Washington, D.C.	202-274-5000
University of Maryland, College Park, MD	301-405-1000
<b>University of Virginia, Falls Church, VA</b>	<b>703-536-1100</b>
<b>Virginia Polytechnic Institute and State University (Virginia Tech), Falls Church, VA</b>	<b>703-538-8324</b>

\*Multiple locations in the Washington, D.C., area

### 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 100 degree programs. 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  
[www.gmu.edu](http://www.gmu.edu)

### Northern Virginia Community College (NOVA)

NOVA provides a wide range of services to the business community in northern Virginia. These include both credit and noncredit courses, training and workforce development programs, teleconferences and Web-based classes.

#### **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.

### **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 more information, contact:**

Northern Virginia Community College  
7630 Little River Turnpike  
Annandale, VA 22003  
Tel: 703-323-3000; TDD: 703-323-3717 or 711  
[www.nvcc.edu](http://www.nvcc.edu)

**Center for Business Excellence:** [www.ced-nvcc.com/business/index.htm](http://www.ced-nvcc.com/business/index.htm)  
Tel: 703-323-3447; TTY: 711; Fax: 703-813-1325

**TRiP:** [www.ced-nvcc.com/tripweb](http://www.ced-nvcc.com/tripweb)

### **University of Virginia—Northern Virginia Center**

Co-located with Virginia Tech in a state-of-the-art facility near the West Falls Church Metro Station and just off Interstate 66 in Falls Church, the University of Virginia's Northern Virginia Center offers graduate and undergraduate programs in a variety of fields for working adults. The center has credit and noncredit continuing education programs for teachers, nurses and managers as well as a wide array of arts and sciences courses. 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: 703-536-1100; Fax: 703-536-1111  
[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 offers more than 45 graduate degree and certificate programs taught by internationally recognized faculty. The university's two teaching locations, in Old Town Alexandria and at the Northern Virginia Center (NVC) in Falls Church, are both easily accessible by Metro. Some online courses are also available. Visit [www.ncr.vt.edu](http://www.ncr.vt.edu) for additional details.

Virginia Tech continually adds new degrees and certificate programs to its graduate curriculum to serve emerging needs of government, industry and nonprofit agencies.

Residents may also take classes as Commonwealth Campus students without being formally admitted to a degree program. For more information, visit [www.grads.vt.edu/common/commonwealth\\_campus\\_policy.html](http://www.grads.vt.edu/common/commonwealth_campus_policy.html).

### **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](http://www.nvc.vt.edu)

### **See also:**

- *Northern Virginia Workforce Board—SkillSource Centers*, page 66
- *Virginia Small Business Development Centers*, page 113
- *Community Business Partnership*, page 110

## ■ 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*,” pages 63-64), 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**

- **Fairfax County Economic Development Authority** publishes a *Wages* fact sheet annually. Visit [www.fairfaxcountyleda.org/facts-maps-and-stats](http://www.fairfaxcountyleda.org/facts-maps-and-stats).
- **Northern Virginia Workforce Investment Board—SkillSource Centers**, see page 66.
- **U.S. Bureau of Labor Statistics** publishes the results of an annual wage/salary survey that covers the greater Washington, D.C. metropolitan area. Visit Occupational Employment Statistics at [www.bls.gov/oes/current/oessrcma.htm#V](http://www.bls.gov/oes/current/oessrcma.htm#V)
- **Virginia Employment Commission**, see page 65.

### **Private-Sector Sources**

- **INPUT** ([www.input.com](http://www.input.com)) collects and publishes information on wage rates for employees who are working on federal government contracts.
- **Salary.com** ([www.salary.com](http://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](http://www.hra-nca.org/compensation_survey).

## ■ ADDITIONAL RESOURCES

- **Americans with Disabilities Act (ADA) Regulations and Technical Assistance Materials**, U.S. Department of Justice, Civil Rights Division, 800-514-0301, [www.usdoj.gov/crt/ada/publicat.htm](http://www.usdoj.gov/crt/ada/publicat.htm).
- **A Guide to Disabilities Rights Law, U.S. Department of Justice**, Civil Rights Division, 800-514-0301, [www.usdoj.gov/crt/ada/cguide.htm](http://www.usdoj.gov/crt/ada/cguide.htm).
- **Handbook for Employers: Instructions for Completing Form I-9 (Publication M-274)**, U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, 800-870-3636, [www.uscis.gov/files/natedocuments/m-274.pdf](http://www.uscis.gov/files/natedocuments/m-274.pdf).
- **Systematic Alien Verification for Entitlements (SAVE) Program**, U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, 888-464-4218, [www.uscis.gov](http://www.uscis.gov).
- **Virginia Employer Handbook**, Virginia Employment Commission, 804-786-1485, [www.vec.virginia.gov/vecportal/employer/pdf/emphandbook.pdf](http://www.vec.virginia.gov/vecportal/employer/pdf/emphandbook.pdf).

### 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](http://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:

<i>Gross Receipts</i>	<i>License/Fee</i>
\$0 – \$10,000 .....	No license or fee
\$10,001 – \$50,000 .....	\$30 flat fee
\$50,001 – \$100,000 .....	\$50 flat fee

Businesses with gross receipts over \$100,000 are assessed a BPOL tax depending on the type of business:

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

### 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](http://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  
3610 West Broad Street  
Richmond, VA 23230  
Tel: 804-367-8037; TTY: 711; Fax: 804-254-6113  
[www.tax.virginia.gov](http://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](http://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-TAX-1040; TTY: 800-829-4059*  
[www.irs.gov/business](http://www.irs.gov/business)

## **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 Virginia 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:

<i>Withholding Liability Monthly</i>	<i>Due</i>
Less than \$100.....	Quarterly
\$100 – \$999.99 .....	Monthly
\$1,000 or more .....	Semi-weekly

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  
3610 West Broad Street  
Richmond, VA 23230  
Tel: 804-367-8037, TTY: 711; Fax: 804-254-6113  
[www.tax.virginia.gov](http://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/business](http://www.irs.gov/business).

**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-TAX-1040  
[www.irs.gov/businesses/index.html](http://www.irs.gov/businesses/index.html)

## 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 0.17 percent to 6.27 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 2.57 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](http://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 6.2 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. Therefore, the net federal tax rate is generally 0.8 percent. This would equate to a maximum of \$56 per employee per year in federal FUTA tax. The employer pays the entire cost.

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/business](http://www.irs.gov/business).

**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-TAX-1040*  
[www.irs.gov/businesses/index.html](http://www.irs.gov/businesses/index.html)

## ■ 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](http://www.fairfaxcounty.gov/dta)

See also “Motor Vehicle Requirements” in the “Getting Started” chapter, pages 17-18.

## ■ 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 in 2010 is \$1.09 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](http://www.fairfaxcounty.gov/dta) to confirm the rate in future years.)

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 \$0.228 and \$0.26 per \$100 of assessed value, respectively, for tax year 2010. 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 2010.
- 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 landowners in the Dulles corridor pay an extra \$0.22 per \$100 assessed value toward construction of the Metrorail extension between the West Falls Church Metro Station and Wiehle Avenue in Reston.

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](http://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 4 percent and the local tax is an additional 1 percent. The combined 5 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  
3610 West Broad Street  
Richmond, VA 23230  
Tel: 804-367-8037; TTY: 711; Fax: 804-254-6113  
[www.tax.virginia.gov](http://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](http://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](http://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](http://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 sector. Close proximity to both 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 \$200 billion in goods and services from the private sector. Purchases are made in nearly every category of commodity and services imaginable. In fiscal year 2008, \$17 billion in federal contract awards was performed in Fairfax County.

### Business Registration

#### Central Contractor Registry

The Central Contractor Registry (CCR) is the primary vendor database for the federal government. Both current and potential government vendors must register and create an online business profile in CCR to be awarded federal government contracts.

Federal agencies use the CCR to help assemble source lists for upcoming solicitations and procurements. Prime contractors routinely search the CCR 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. CCR also provides access to FedBizOpps (see page 96).

#### **For more information, contact:**

CCR Assistance Center  
Tel: 888-227-2423; TTY: 800-877-8339  
[www.ccr.gov](http://www.ccr.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) Business Service 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 Business Service 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  
Business Service 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](http://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 veterans and 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**

Federal agencies are required to limit competition on certain contracts to qualified small businesses. The law requires the government to buy at competitive prices; therefore, contracts are “set aside” when two or more qualified small businesses are expected to bid to ensure sufficient competition.

**Subcontracts for Small Businesses/Small Disadvantaged Businesses:** Federal agencies are required to ensure that their prime contractors and subcontractors with contracts of \$500,000 or more (\$1 million for construction contracts) subcontract with small businesses, small disadvantaged businesses, HUBZone-based, and veteran- and

woman-owned businesses. Toward this goal, prime contractors must submit plans for subcontracting with such businesses.

### **Section 8(a) Minority Small Business Contract Set-Aside 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/8abd](http://www.sba.gov/8abd)) provides more detailed information on eligibility criteria, the application process, other available resources and programs, and contact information.

### **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 two Fairfax County census tracts (4219.00 and 4215.00) along the Richmond Highway Corridor qualify for the HUBZone program. For details, visit the program Web site at <https://eweb1.sba.gov/hubzone/internet>.

### **SUB-Net**

Prime contractors use SUB-Net (<http://web.sba.gov/subnet>) to post subcontracting opportunities. Postings may include either 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 the site 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](http://www.sba.gov)  
Washington, D.C. district office: [www.sba.gov/dc](http://www.sba.gov/dc)

Fairfax County Economic Development Authority  
8300 Boone Boulevard, Suite 450  
Vienna, VA 22182  
Tel: 703-790-0600, TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

Mason Enterprise Center  
George Mason University  
4031 University Drive, Suite 200  
Fairfax, VA 22030  
Tel: 703-277-7700; TTY: 711; Fax: 703-277-7730  
E-mail: [info@masonenterprisecenter.org](mailto:info@masonenterprisecenter.org)  
[www.masonenterprisecenter.org](http://www.masonenterprisecenter.org)

See pages 96 and 113-114 for more information on the Mason Enterprise Center's procurement programs.

### 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/offices.html](http://www.osdbu.gov/offices.html).

### Mentor-Protégé programs

Mentor-Protégé federal programs encourage prime contractors (mentors) to develop the technical and business capabilities of small disadvantaged businesses, woman-owned businesses and qualified organizations that employ the severely disabled (protégés). Service-disabled veteran-owned small businesses and HUBZone small business concerns also 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 following agencies and departments: Department of Defense, Department of Energy, Department of Homeland Security, Department of State, Department of Treasury, Federal Aviation Administration and Small Business Administration. Check with other individual federal 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 200  
Fairfax, VA 22030  
Tel: 703-277-7700; Fax: 703-383-1204  
<http://mentorprotege.gmu.edu/>

## **Federal Market Information and Technical Assistance**

### **FedBizOpps/Commerce Business Daily**

The Federal Business Opportunities Web site ([www.FedBizOpps.gov](http://www.FedBizOpps.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—Business Service Center  
7th & D Streets SW, Room 1050

Washington, D.C. 20407

*FedBizOpps Help Desk: 877-472-3779; TTY: 800-877-8339; Fax: 202-708-9100*

*E-mail: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)*

*[www.FedBizOpps.gov](http://www.FedBizOpps.gov)*

### **Federal Procurement Data Center**

The Federal Procurement Data Center (FPDC) of the U.S. General Services Administration manages the Federal Procurement Data System. This online 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 FPDC issues annual federal procurement reports and also prepares special reports that analyze procurement trends and identify potential business opportunities for contractors.

#### **For more information, contact:**

U.S. General Services Administration—Federal Procurement Data Center  
2011 Crystal Drive, Suite 911

Arlington, VA 22202

*Tel: 703-390-5360; Fax: 703-872-8598*

*E-mail: [fpdssupport@gce2000.com](mailto:fpdssupport@gce2000.com)*

*FPDS-NG: [www.fpbs.gov](http://www.fpbs.gov)*

### **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 200

Fairfax, VA 22030

*Tel: 703-227-7757; TTY: 711; Fax: 703-352-8195*

*E-mail: [ptap@gmu.edu](mailto:ptap@gmu.edu)*

*[www.vqptap.org](http://www.vqptap.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/aboutsba/sbaprograms/gc/index.html](http://www.sba.gov/aboutsba/sbaprograms/gc/index.html).

## ■ VIRGINIA GOVERNMENT CONTRACTING

### **Virginia Department of General Services, Division of Purchases and Supply**

The Commonwealth of Virginia purchases more than \$5 billion worth of materials, equipment, supplies, printing, and professional and non-professional services each year.

The Virginia Department of General Services oversees all non-technology purchasing. The division purchases items estimated to cost more than \$30,000 for most state agencies. Vendors are encouraged to contact individual agencies to be considered for purchases under \$30,000. The Virginia Information Technologies Agency oversees purchasing for information technology products and services. Individual state agencies enter into construction contracts independently of the division.

#### eVA

The Virginia Department of General Services manages eVA, a e-procurement Web site that streamlines and automates government purchasing activities. eVA is a single online source where vendors can find state and local government business opportunities. The system provides information on current solicitations, current statewide contracts and historic spending reports. Vendors can create an online profile including detailed information about products and services, and an online catalog. They pay a fee to register with eVA and a nominal fee per order received through the system.

The eVA Web 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: 804-371-7877  
[www.dgs.virginia.gov](http://www.dgs.virginia.gov)

eVA  
Toll-free: 866-289-7367  
[www.eva.virginia.gov](http://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: [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov)  
[www.vita.virginia.gov](http://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: 804-786-3150; TTY 711  
[www.virginiadot.org](http://www.virginiadot.org)

## **■ 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, Park Authority and Fairfax County Economic Development Authority) conduct procurement activities independently from DPSM. Procurement for some construction-related projects is handled independently by different agencies (*details below*).

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

DPSM has overall authority for making county purchases for goods and services. However, vendor registration is now accomplished through eVA, Virginia's electronic procurement portal, [www.eva.virginia.gov](http://www.eva.virginia.gov). See page 94 for more information on eVA.

DPSM uses eVA to:

- solicit quotes for small purchases under \$50,000;
- prepare bidders lists for formal solicitations (purchases over \$50,000);
- distribute notices of solicitations for formal solicitations; and
- publish Invitations for bids and Requests for Proposals.

Fairfax County's "Selling to Us" Web page ([www.fairfaxcounty.gov/dpsm/selling.htm](http://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](http://www.fairfaxcounty.gov/dpsm)

**Office of Small Business**

The Fairfax County Office of Small Business (OSB) operates under the auspices of DPSM, and assists small and minority businesses in their efforts to access county procurement opportunities.

The OSB 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 from 8-10 am on the third Wednesday of every month and are conducted by DPSM contract administrators. At the workshops, business owners learn about the "life cycle of business" and strategies for growing their business into a competitive enterprise. They are instructed about the county's procurement process and how to find upcoming contracting opportunities.

**For more information, contact:**

Fairfax County Department of Purchasing and Supply Management  
Small Business Enterprise Program  
12000 Government Center Parkway, Suite 427  
Fairfax, VA 22035-0013  
Tel: 703-324-3201; TTY: 711; Fax: 703-324-3228  
[www.fairfaxcounty.gov/dpsm/](http://www.fairfaxcounty.gov/dpsm/)

## 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: [ffxsbcc@yahoo.com](mailto:ffxsbcc@yahoo.com)  
[www.fairfaxcounty.gov/dpsm/osb/sbc/smsbc.htm](http://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.fairfaxcountyleda.org/about/contracting-opportunities](http://www.fairfaxcountyleda.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  
Vienna, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

## **Fairfax Water**

Fairfax Water is responsible for the production, treatment and distribution of drinking water to 1.3 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; TDD: 703-698-7025; Fax: 703-289-6262  
[www.fairfaxwater.org](http://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: 703-246-5100; TTY: 703-280-9833; Fax: 703-246-5115  
[www.fairfaxcounty.gov/gov/rha](http://www.fairfaxcounty.gov/gov/rha)

### Department of Public Works and Environmental Services

The Fairfax County Department of Public Works and Environmental Services designs and constructs fire stations, libraries, maintenance facilities and other government facilities; infrastructure such as wastewater treatment plants, sewer systems and sewage pumping stations; 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](http://www.fairfaxcounty.gov/dpwes)

### 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  
Herrity Building  
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/parkdevelopment.htm](http://www.fairfaxcounty.gov/parks/parkdevelopment.htm)

## Public Schools

Fairfax County Public Schools' Office of Design and Construction builds school facilities.

### **For more information, contact:**

Fairfax County Public Schools  
City Square Building  
Department of Facilities Services—Office of Design and Construction Services  
10640 Page Avenue, Suite 300  
Fairfax, VA 22030  
Tel: 703-246-6270; TTY: 711  
[www.fcps.edu/fts/](http://www.fcps.edu/fts/)

## ■ COOPERATIVE PURCHASING

### **Metropolitan Washington Council of Governments Cooperative Purchasing Program**

The Metropolitan Washington Council of Governments (MWCOG) 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. MWCOG 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: 202-962-3200; Fax: 202-962-3201  
[www.mwcog.org/purchasing](http://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 129
- *Exporting Assistance*, pages 123-127
- *Chambers of Commerce*, pages 107-109

## ■ ADDITIONAL RESOURCES

- **Federal Procurement**, Fairfax County Economic Development Authority, 703-790-0600, [www.fairfaxcountyeda.org/federal-procurement](http://www.fairfaxcountyeda.org/federal-procurement)
- **Procurement Opportunities in Fairfax County**, Fairfax County Economic Development Authority, 703-790-0600, [www.fairfaxcountyeda.org/contracting-and-procurement](http://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/](http://www.fairfaxcounty.gov/dpsm/)
- **Federal Procurement: Resources for Minority and Woman-Owned Businesses**, Fairfax County Economic Development Authority, 703-790-0600, [www.fairfaxcountyeda.org/resources-small-minority-and-woman-owned-firms](http://www.fairfaxcountyeda.org/resources-small-minority-and-woman-owned-firms)



## ■ 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

# Business Services and Resources

Fairfax County has an abundance of resources available to support local businesses.

## ■ BUSINESS DEVELOPMENT AND NETWORKING RESOURCES

### Associations

More than 280 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  
Vienna, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://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](mailto:service@asaenet.org)  
[www.asaenet.org](http://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/](http://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/cco/bcp/index.htm](http://www.fcps.edu/cco/bcp/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](http://www.annandalechamber.com)
- **Business Alliance for Innovation and Entrepreneurship**  
1616 Anderson Road, Suite 216  
McLean, VA 22102  
Tel: 703-286-0965; Fax: 703-286-0967  
[www.businessalliance.org](http://www.businessalliance.org)
- **Central Fairfax Chamber of Commerce**  
11166 Fairfax Boulevard  
Fairfax, VA 22030  
Tel: 703-591-2450; Fax: 703-591-2820  
[www.cfcc.org](http://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](http://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](http://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](http://www.datatrans.org)
- **Fairfax County Chamber of Commerce**  
8230 Old Courthouse Road, Suite 350  
Vienna, VA 22182-3853  
Tel: 703-749-0400; Fax: 703-749-9075  
[www.fccc.org](http://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](http://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](http://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](http://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](http://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](http://www.springfieldchamber.org)
- **Herndon Dulles Chamber of Commerce**  
730 Elden Street  
P.O. Box 327  
Herndon, VA 20170  
Tel: 571-323-5300; Fax: 703-787-8859  
[www.herndondulleschamber.org](http://www.herndondulleschamber.org)

- **MIT Enterprise Forum of Washington-Baltimore**  
 P.O. Box 650413  
 Sterling, VA 20165-0413  
 Tel: 703-758-4021  
[www.mitef.org](http://www.mitef.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](http://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; E-mail: [nvtc@nvtc.org](mailto:nvtc@nvtc.org)  
[www.nvtc.org](http://www.nvtc.org)
- **Northern Virginia Transportation Alliance**  
 P.O. Box 6149  
 Mclean, VA 22102  
 Tel: 703-883-1830; Fax: 703-883-1850  
[www.nvta.org](http://www.nvta.org)
- **Tyson's Transportation Association**  
 P.O. Box 6149  
 McLean, VA 22106-6149  
 Tel: 703-883-1830; Fax: 703-883-1850  
[www.tytran.org](http://www.tytran.org)
- **Vienna Tysons Regional Chamber of Commerce**  
 513 Maple Avenue West, 2nd Floor  
 Vienna, VA 22180  
 Tel: 703-281-1333; Fax: 703-242-1482  
[www.vtrcc.org](http://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](http://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](http://www.vahcc.com)

# Economic and Business Development

## FAIRFAX COUNTY

### Community Business Partnership

The Community Business Partnership (CBP) is 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](mailto:info@cbponline.org)  
[www.cbponline.org](http://www.cbponline.org)

*See also Loans/loan guaranty, pages 28-32.*

### Fairfax County Economic Development Authority (FCEDA)

The Fairfax County Economic Development Authority (FCEDA) assists small, mid-size and large companies, associations and other organizations interested in locating, expanding or relocating operations in Fairfax County. It also works to attract capital investment into the county. FCEDA also has an active International Marketing Division that works with foreign-owned firms.

FCEDA provides a wide range of information on Fairfax County demographics, employment, housing, local and state taxes, and other business-oriented data. It also maintains comprehensive information on available commercial building space and sites in Fairfax County, and data on Fairfax County businesses. Much of this information is available through FCEDA's Web site.

FCEDA staff assists businesses with site selection activities and act 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  
Vienna, VA 22182  
Tel: 703-790-0600, TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

See also pages 2, 3, 7, 20, 21-23, 33, 37, 39, 54, 95, 98, 100, 103, 106, 123, 130, 147, 148

**SCORE—Counselors to America’s Small Business**

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 are available for appointments at various locations around the Washington, D.C. region. SCORE counselors are available for appointments with small business owners at the Fairfax County Economic Development Authority.

**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](http://www.score.org)

Fairfax County Economic Development Authority  
8300 Boone Boulevard, Suite 450  
Vienna, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

**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  
8850 Richmond Highway, Suite 105  
Alexandria, VA 22309  
Tel: 703-360-5008; Fax: 703-360-5123; E-mail: [info@sfdc.org](mailto:info@sfdc.org)  
[www.sfdc.org](http://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](http://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](http://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](http://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:

<b>Location</b>	<b>Phone and Web site</b>
Mason SBDC <sup>1</sup>	703-277-7747 <a href="http://www.masonenterprisecenter.org/fsbdc-main.html">www.masonenterprisecenter.org/fsbdc-main.html</a>
SBDC at Springfield/ Community Business Partnership <sup>1</sup>	703-768-1440 <a href="http://www.cbponline.org">www.cbponline.org</a>
Loudoun County <sup>2</sup>	703-430-7222 <a href="http://www.loudounsbdc.org">www.loudounsbdc.org</a>
Alexandria City <sup>2</sup>	703-739-3820 <a href="http://www.alexandriasbdc.org">www.alexandriasbdc.org</a>

<sup>1</sup>Mason Enterprise Center-affiliated SBDCs

<sup>2</sup>Subcontractor with Virginia SBDC Network

### **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 Department of Defense 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. 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](mailto:info@masonenterprisecenter.org)  
[www.masonenterprisecenter.org](http://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 (see pages 21-22).

## **Procurement Assistance**

DBA representatives hold 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  
707 East Main Street, Suite 300  
P.O. Box 446  
Richmond, VA 23218-0446  
Tel: 804-371-8200; TTY: 711; Fax: 804-371-8111  
[www.dba.virginia.gov](http://www.dba.virginia.gov)

## **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 Development**

VEDP's Business Development Division serves as the main point of contact for prospective businesses interested in investing in Virginia. Project managers provide 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 Development***

The mission of the International Trade Development 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](http://www.yesvirginia.org)

### **Virginia Tourism Corporation**

See page 134.

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

### **Greater Washington Initiative (GWI)**

GWI is the regional economic development marketing organization that assists firms in expanding their businesses in Washington, D.C., northern Virginia and suburban Maryland. GWI services include helping companies identify strategic partners and venture capital contacts, arranging site tours and disseminating information about the region. Its annual marketing activities include organizing trade missions to targeted U.S. and international markets, hosting business delegations, and implementing public relations and advertising campaigns to increase awareness of the region's assets.

### **For more information, contact:**

Greater Washington Initiative  
1725 Eye Street, NW, Suite 200  
Washington, D.C. 20006  
*Tel: 202-857-5989; Fax: 202-466-4980; E-mail: [greaterwashingtoninitiative@bot.org](mailto:greaterwashingtoninitiative@bot.org)*  
[www.greaterwashington.org](http://www.greaterwashington.org)

## ■ INFORMATION AND MARKET RESEARCH RESOURCES

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

See pages 2, 3, 7, 20, 21-23, 33, 37, 39, 54, 95, 98, 100, 103, 106, 110-111, 123, 130, 147, 148.

### **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](mailto:publicaffairs@fairfaxcounty.gov)  
[www.fairfaxcounty.gov/opa](http://www.fairfaxcounty.gov/opa)

### **Fairfax County Community Resident Information Services (CRiS)**

Residents can obtain information about county services through electronic multimedia CRiS kiosks located at local libraries, public buildings, shopping malls and other locations. E-services available through CRiS include paying taxes, renewing vehicle registrations, subscribing to publications, scheduling special collections for trash pickup, scheduling/canceling inspection requests, inquiring about permit/plan/inspection status, locating facilities, displaying and printing public transportation routes, and applying for county and public school jobs.

Information on services and programs is provided by other partners such as Metro (rail and bus), Virginia Railway Express, Virginia Department of Motor Vehicles, Fairfax County Public Schools, Metropolitan Washington Council of Governments, Fairfax City Government and the Inova Hospital System.

#### **For more information and a current list of kiosk locations, visit:**

<http://cris.fairfaxcounty.gov>.

## Fairfax County Web Site

Fairfax County Government's Web site address is [www.fairfaxcounty.gov](http://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;
- report lost or found cats and dogs;
- register for parks and recreation classes;
- 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. The *Fairfax County Economic Index* tracks the local economy's monthly performance and forecasts its performance over the near term. These publications, as well as the current year's annual budget plan, are available on the DMB Web site.

### For more information, contact:

Fairfax County Department of Management and Budget  
1200 Government Center Parkway, Suite 561  
Fairfax, VA 22035  
Tel: 703-324-2391; TTY: 711; Fax: 703-324-3940  
E-mail: [DMBInfo@fairfaxcounty.gov](mailto:DMBInfo@fairfaxcounty.gov)  
[www.fairfaxcounty.gov/dmb](http://www.fairfaxcounty.gov/dmb)

### Economic Indicators Bulletin and Economic Index:

[http://www.fairfaxcounty.gov/economic/economic\\_indicators.htm](http://www.fairfaxcounty.gov/economic/economic_indicators.htm)

## Fairfax County Department of Systems Management for Human Services (DSMHS)

DSMHS produces a variety of demographic and statistical data on Fairfax County. Annual demographic data produced by DSMHS 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/dsm/publications](http://www.fairfaxcounty.gov/dsm/publications).

### For more information, contact:

Fairfax County Department of Systems Management for Human Services  
Research Analysis, and Project Services  
12011 Government Center Parkway, Suite 222  
Fairfax, VA 22035  
Tel: 703-324-5638; TTY: 703-803-7914  
[www.fairfaxcounty.government/about/data/](http://www.fairfaxcounty.government/about/data/)

## Fairfax County GIS & Mapping Services

GIS and Mapping Services provides a wide range of county-oriented publications including maps, orthophotography, and current and historic photography and data. Most maps and information can be viewed and 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  
[www.fairfaxcounty.gov/maps](http://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 print materials, online databases and services tailored to the needs of the business community. The library's information specialists can help locate print and electronic resources for many business research needs.

The most extensive print resources are located in the library's eight regional branches and include newspapers, business publications and trade journals; telephone and corporate directories; and material on topics such as starting and managing a small business, investments and computer technology. The largest business-oriented print collections are at the Tysons-Pimmit, Reston, Fairfax City and Sherwood regional branches. However, non-reference material can be delivered to any of the library's 21 branches.

Individuals can access more than 40 special business-oriented online resources that include business periodicals, directories and government statistics through the library's Web site ([www.fairfaxcounty.gov/library](http://www.fairfaxcounty.gov/library)). A few are accessible only in library branches. Public Internet stations are available at most 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. Library staff can track legislative bills when the Virginia General Assembly is in session.

The library's online catalog of more than 2.5 million items includes e-books and can be searched from home or office through the library's Web site.

Services are available for people with disabilities who want to access the Fairfax County Public Library's collections. Access Services is located at the Fairfax County Government Center. It includes: administering the Library of Congress Talking Books Program; providing listening devices, interpreters and assistive technologies; providing programs and support groups; and offering 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](http://www.fairfaxcounty.gov/library)

**Library branch locations:**

[www.fairfaxcounty.gov/library/branches/](http://www.fairfaxcounty.gov/library/branches/)

Fairfax County Public Library Access Services  
12000 Government Center Parkway, Suite 123  
Fairfax, VA 22035-0012  
Tel: 703-324-8380; TTY: 703-324-8365; Fax: 703-324-8386  
[www.fairfaxcounty.gov/library/branches/as](http://www.fairfaxcounty.gov/library/branches/as)

## **George Mason University Fenwick Library**

The George Mason University Fenwick Library 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 (notably STAT-USA, which incorporates the National Trade Data Bank), 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 (MWCOG) is an association of 19 Washington, D.C.-area local governments working together for a better metropolitan area. MWCOG 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](http://www.mwcog.org)

## National Trade Data Bank

See *International Business Resources*, pages 125-127.

## Northern Virginia Association of Realtors®

The Northern Virginia Association of Realtors (NVAR) provides a range of services for member Realtors. NVAR also releases monthly and quarterly housing sales statistics for the northern Virginia area through its Web site.

### **For more information, contact:**

Northern Virginia Association of Realtors®  
8403 Arlington Boulevard  
Fairfax, VA 22031-4601  
Tel: 703-207-3200; Fax: 703-560-8239  
[www.nvar.com](http://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](mailto:info@novaregion.org)  
[www.novaregion.org](http://www.novaregion.org)

## **STAT-USA**

See page 125.

## **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](http://www.vec.virginia.gov)

For more information on VEC's job services, see page 65.

## **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: 540-731-6803; TTY: 711; Fax: 540-731-6808  
E-mail: [pipeline@radford.edu](mailto:pipeline@radford.edu)  
[www.virginiabusiness.org](http://www.virginiabusiness.org)

## ■ 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.

FCEDA has overseas offices in the key markets of Bangalore, Frankfurt, London, Seoul and Tel Aviv to market Fairfax County abroad. It 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  
Vienna, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

### VIRGINIA

#### Virginia Economic Development Partnership (VEDP)

The 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 Fairfax County Economic Development Authority's offices. VEDP also maintains overseas offices in Brussels, Tokyo, Hong Kong and Mexico City.

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  
 Vienna, VA 22182  
*Tel: 703-506-1031, 703-506-1030; TTY: 711; Fax: 703-506-1033*  
[www.exportvirginia.org](http://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](http://www.exportvirginia.org)

**Virginia District Export Council**

The Virginia District Export Council, affiliated with the U.S. Department of Commerce, works to expand export opportunities for Virginia businesses. Services provided by the council include educational seminars, export information and publications.

**For more information, contact:**

Virginia District Export Council  
 P.O. Box 10190  
 Richmond, VA 23240  
*Tel: 804-771-2246; TTY: 711*  
[www.export.gov](http://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: 202-482-3617

Export license application and information: 202-482-4811

System for Tracking Export License Applications (STELA): 202-482-2752

[www.bis.doc.gov](http://www.bis.doc.gov)

## Export-Import Bank of the United States

See page 33.

## STAT-USA

STAT-USA, an office in the Economics and Statistics Administration of the U.S. Department of Commerce, is a one-stop source for economic, business and international trade information—including the National Trade Data Bank (NTDB).

STAT-USA contains a wealth of information collected by hundreds of U.S. government agencies, such as the State Department, the U.S. and Foreign Commercial Service, the Department of Agriculture's Foreign Agriculture Service, the Bureau of Industry and Security, the Federal Reserve Board, the U.S. Census Bureau, the U.S. Bureau of Labor Statistics and the U.S. Bureau of Economic Analysis.

Information is available via three subscription services: STAT USA®/Internet™, USA Trade® Online and EuroTrade Online®. Free access to this information also is available through federal depository libraries, including the one located at George Mason University's Fenwick Library (see page 120).

### STAT-USA®/Internet™

STAT USA®/Internet™ contains the most recent U.S. business, economic and trade information available from many federal agencies and other sources. The information is divided into two divisions: State of the Nation (SOTN) and Global Business Opportunities and the National Trade Data Bank (GLOBUS and NTDB).

- **State of the Nation**—SOTN includes data on the U.S. domestic economy in such areas as general economic indicators, housing and construction, employment, manufacturing and industry, monetary statistics and economic policy.
- **GLOBUS and NTDB**—GLOBUS offers daily trade leads from the Trade Opportunities Program (TOPS) and the Department of Agriculture, daily procurement activity from the Defense Logistics Agency and the United Nations, and Commerce Business Daily leads. NTDB provides access to country commercial guides, market research reports, best market reports and other programs. In addition, the GLOBUS and NTDB International Trade Library offers a comprehensive collection of more than 40,000 documents related to international trade.

Subscribers can view, print and download:

- current and historical economic and financial releases;
- current and historical trade opportunity leads;
- market and country research, including International Marketing Insight reports, Industry Sector Analysis reports, Foreign Agricultural Market reports, Country Commercial guides and other publications;
- international trade statistics on U.S. imports and exports;
- daily global business opportunity leads from federal government agencies;
- weekly, monthly and annual foreign exchange rates; and
- contact information for U.S. Commercial Service officials around the world.

### USA Trade® Online

Updated monthly, the USA Trade® Online database is a joint effort of STAT-USA and the Foreign Trade Division of the U.S. Census Bureau. USA Trade Online contains specific U.S. export and import information on more than 18,000 commodities worldwide.

Information may be searched by country, commodity or customs district. Monthly historical data reports date back to 2002, and annual data reports date back to 1992. In addition, year-to-date cumulative histories for each commodity are available dating back to 2002. A step-by-step matrix building allows users to build dynamic tables based on Harmonized System Commodity Codes at the two-, four-, six- and ten-digit levels.

#### **For more information, contact:**

STAT-USA

HCHB Room 4885

U.S. Department of Commerce

Washington, D.C. 20230

Tel: 202-482-1986, 800-STAT-USA; Fax: 202-482-2164; E-mail: [statmail@doc.gov](mailto:statmail@doc.gov)

<http://home.stat-usa.gov>

STAT-USA/Internet: [www.stat-usa.gov](http://www.stat-usa.gov)

State of the Nation: [www.stat-usa.gov/econtest.nsf](http://www.stat-usa.gov/econtest.nsf)

GLOBUS/NTDB: [www.stat-usa.gov/tradtest.nsf](http://www.stat-usa.gov/tradtest.nsf)

USA Trade Online: [www.usatradeonline.gov](http://www.usatradeonline.gov)

### **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  
 RRB TIC, 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](mailto:tic@ita.doc.gov)*  
*<http://tradeinfo.doc.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](http://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 Fairfax County 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: 202-29-3332  
[www.babawashington.org](http://www.babawashington.org)

### **Canadian American Business Council**

1900 K Street, NW  
Washington, D.C. 20006  
Tel: 202-496-7906; Fax: 202-496-7756  
[www.canabusco.org](http://www.canabusco.org)

### **Fairfax County Chamber of Commerce**

International Business Committee  
8230 Old Courthouse Road, Suite 350  
Vienna, VA 22182  
Tel: 703-749-0400; Fax: 703-749-9075  
[www.fccc.org](http://www.fccc.org)

### **French-American Chamber of Commerce of Washington, D.C.**

1200 G Street, NW, Suite 800  
Washington, D.C. 20005  
Tel: 202-640-1806; Fax: 202-434-8707  
[www.faccwdc.org](http://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](http://www.gabcwashington.com)

### **International Trade Association of Northern Virginia**

P.O. Box 2982  
Reston, VA 22090-0982  
Tel: 703-860-8795

### **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](http://www.nvtc.org)

### **Swedish-American Chambers of Commerce**

200 South Peyton Street  
Alexandria, VA 22314  
Tel: 703-836-6560; Fax: 703-836-6561  
[www.sacc-usa.org](http://www.sacc-usa.org)

### **United States-Mexico Chamber of Commerce**

P.O. Box 14414  
Washington, D.C. 20044  
Tel: 703-752-4751; Fax: 703-642-1088  
[www.usmcc.org](http://www.usmcc.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](http://www.usibc.com)

A list of foreign embassies located in Washington, D.C., can be accessed at [www.embassy.org/embassies](http://www.embassy.org/embassies).

## **■ 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 200 corporate members and approximately 375 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:**

Northern Virginia Regional Office\*  
Virginia Minority Supplier Development Council (VMSDC)  
8200 Jones Branch Drive  
McLean, VA 22102  
Tel: 703-903-3431; Fax: 703-903-2244  
[www.vmsdc.org](http://www.vmsdc.org)

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

VMSDC Headquarters  
9210 Arboretum Parkway, Suite 150  
Richmond, VA 23236  
Tel: 804-320-2100; Fax: 804-320-3966  
[www.vmsdc.org](http://www.vmsdc.org)

## Services

### Community Business Partnership

See page 110.

### 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, Virginia. 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 *Doing Business in Fairfax County*, *Exporting 101*, and *Doing Business in Fairfax County 201*.

**For more information, contact:**

Fairfax County Economic Development Authority  
8300 Boone Boulevard, Suite 450  
Vienna, VA 22182  
Tel: 703-790-0600; TTY: 711; Fax: 703-893-1269  
E-mail: [info@fceda.org](mailto:info@fceda.org)  
[www.FairfaxCountyEDA.org](http://www.FairfaxCountyEDA.org)

## Fairfax County Office for Women

The Fairfax County Office for Women (OFW) provides information and referral services on issues involving women's families and careers, including health and education; girls and technology; women and families in crisis; women and families in transition; legal resources; bringing women into nontraditional, higher-paying careers; and career assistance for older workers. OFW also fosters outreach to the county's diverse multi-cultural communities.

The OFW is a key partner with the Women's Business Center of Northern Virginia (see page 133.)

OFW services are available to male and female residents or employees of Fairfax County, and residents of the cities of Fairfax and Falls Church.

### **For more information, contact:**

Fairfax County Office for Women  
12000 Government Center Parkway, Suite 318  
Fairfax, VA 22035  
Tel: 703-324-5730; TTY: 703-324-5706; Fax: 703-324-3959  
[www.fairfaxcounty.gov/ofw](http://www.fairfaxcounty.gov/ofw)

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](mailto:info@cbponline.org)  
[www.wbcnova.org](http://www.wbcnova.org)

## Fairfax County Small Business Commission

See page 100.

## Mason Enterprise Center

See pages 113-114.

## SCORE—Counselors to America's Small Business

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, 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  
General Web site: [www.sba.gov](http://www.sba.gov)  
Washington, D.C., District Office: [www.sba.gov/dc](http://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- 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  
200-202 North 9th Street, 11th Floor  
Richmond, VA 23219  
Tel: 804-786-6585; Fax: 804-371-7359  
[www.dmb.e.virginia.gov](http://www.dmb.e.virginia.gov)

## Virginia Minority Supplier Development Council

See page 129.

## 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@sbdc.org](mailto:help@sbdc.org)  
[www.sbdc.org](http://www.sbdc.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](mailto:info@cbponline.org)  
[www.cbponline.org](http://www.cbponline.org)

### **Alexandria City**

1729 King Street, Suite 410  
Alexandria, VA 22314  
Tel: 703-739-3820  
E-mail: [info@alexandriasbdc.org](mailto:info@alexandriasbdc.org); [www.alexandriasbdc.org](http://www.alexandriasbdc.org)

## **Loudoun County**

Loudoun County Small Business Development Center  
21145 Whitefield Place, Suite 104  
Sterling, VA 20165  
Tel: 703-430-7222; Fax: 703-430-7258  
[www.loudounsbdc.org](http://www.loudounsbdc.org)

See also page 113.

## **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: 703-778-9922; Fax: 703-768-0547; E-mail: [info@wbcnova.org](mailto:info@wbcnova.org)  
[www.cbponline.org](http://www.cbponline.org)

## **■ TOURISM**

### **Fairfax County Convention and Visitors Corporation**

The Fairfax County Convention and Visitors Corporation (FCCVC) assists businesses and leisure travelers planning to visit Fairfax County and promotes the county as a premier travel destination under the brand identity "FXVA."

FCCVC provides information on lodging options, local retail shopping centers and restaurants, group tours of local historical and cultural attractions and recreation options. The FXVA.com Web site offers a vacation planning tool, a virtual tour of Fairfax County, and a variety of travel packages and promotions.

In addition the FCCVC offers a range of services for meeting planners, tour operators, 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.

FCCVC operates a Visitors Center in Lorton (at Exit 163 off Interstate 95) and 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:**

Fairfax County Convention and Visitors Corporation  
7927 Jones Branch Drive, Suite 100  
McLean, VA 22102  
Tel: 703-790-0643; Fax: 703-790-5097; E-mail: [fxva@fxva.com](mailto:fxva@fxva.com)  
[www.fxva.com](http://www.fxva.com)

Fairfax County Visitors Center  
8180-A Silverbrook Road  
Lorton, VA 22079  
Tel: 703-550-2450; 800-7FAIRFAX (732-4732); Fax: 703-550-9418

Fairfax County Visitors Center in the 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](http://www.vatc.org)  
Travel information: [www.virginia.org](http://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  
4022 Hummer Road  
Annandale, VA 22003-2403  
Tel: 703-642-0862; TTY: 711; Fax: 703-642-1773  
E-mail: [info@artsfairfax.org](mailto:info@artsfairfax.org)  
[www.artsfairfax.org](http://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.

**For more information, contact:**

Fairfax County Office for Children  
12011 Government Center Parkway, Suite 920  
Fairfax, VA 22035  
Tel: 703-324-8225; TTY: 703-280-9833; Fax: 703-803-0116  
Employer Child Care Council: 703-324-8075  
[www.fairfaxcounty.gov/childcare](http://www.fairfaxcounty.gov/childcare)

## **Consumer Affairs**

### **Better Business Bureau**

The Better Business Bureau of Metropolitan Washington 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. 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 Metropolitan Washington and 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](mailto:info@mybbb.org)  
[www.mybbb.org](http://www.mybbb.org)

### **Fairfax County Department of Cable Communications and Consumer Protection**

The Fairfax County Department of Cable Communications and Consumer Protection assists the business community by working to stop illegal, fraudulent and deceptive business practices that create unfair competition with legitimate businesses. The department also provides a free mediation service for resolving disputes between businesses and consumers, which saves both parties the expense of going to court. In addition, the department licenses certain types of businesses, including taxi service, precious metal dealers and solicitors.

#### **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/dcccp](http://www.fairfaxcounty.gov/dcccp)

### **Virginia Office of Consumer Affairs**

The Virginia Office of Consumer Affairs (OCA) provides protection to consumers against fraudulent, deceptive and illegal practices in the marketplace. The office is authorized by law to act as the central clearinghouse for the collection, evaluation and referral of consumer complaints.

In addition to processing and investigating consumer complaints, OCA provides services and consumer advice and educational materials upon request.

In cases where complaints do not fall within the jurisdiction of OCA, staff will refer the complaint to the proper authority for evaluation and possible action.

**For more information, contact:**

Virginia Department of Agriculture and Consumer Services  
Office of Consumer Affairs  
102 Governor Street  
Richmond, VA 23219  
Tel: 804-786-2373; Fax: 804-371-6097  
Hearing Impaired: 800-828-1120  
[www.vdacs.virginia.gov/consumers/oca.html](http://www.vdacs.virginia.gov/consumers/oca.html)

**Crime Prevention**

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

Mount Vernon District Station  
2511 Parkers Lane  
Tel: 703-360-8400

Reston District Station  
12000 Bowman Towne Drive  
Tel: 703-478-0904

Sully District Station  
4900 Stonecroft Boulevard  
Tel: 703-814-7000

West Springfield District Station  
6140 Rolling Road  
Tel: 703-644-7377

**For more information, also contact:**

Fairfax County Police Department  
4100 Chain Bridge Road  
Fairfax, VA 22030  
Non-emergency: 703-691-2131, TTY: 711  
Emergency: 911  
Crime Prevention Unit: 703-246-4311  
Financial Crimes Section: 703-246-7800; Fax: 703-273-8568  
Public Information Office: 703-246-2253  
[www.fairfaxcounty.gov/ps/police/homepage.htm](http://www.fairfaxcounty.gov/ps/police/homepage.htm)

## **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 Services Branch**

- fire evacuation planning/training
- fire safety inspections
- investigation of suspicious and accidental fires
- building plans review
- pre-occupancy fire alarm testing

#### **Hazardous Materials Services Branch**

- inspection and permitting

#### **Life-Safety Education Section**

- home safety for employees
- fire safety and injury prevention training

#### **For more information, contact:**

Fairfax County Fire and Rescue Department  
4100 Chain Bridge Road  
Fairfax, VA 22030  
Tel: 703-246-2126; TTY: 711  
Fire Prevention: 703-246-4800  
Hazardous Materials: 703-246-4386  
Life-Safety Education: 703-246-3801  
Emergency: 911  
[www.fairfaxcounty.gov/fire](http://www.fairfaxcounty.gov/fire)

## **Legal**

### Fairfax Bar Association

The Fairfax Bar Association is a voluntary organization representing attorneys practicing within the 19th Judicial Circuit of Virginia. 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 215  
Fairfax, VA 22030  
Tel: 703-246-2740; Fax: 703-273-1274  
E-mail: [fbafairfaxbar.org](mailto:fbafairfaxbar.org)  
[www.fairfaxbar.org](http://www.fairfaxbar.org)

## Virginia Bar Association

The Virginia Bar Association provides a referral service available to businesses.

### **For more information, contact:**

Virginia State Bar Referral Service  
707 East Main Street, Suite 1500  
Richmond, VA 23219  
Tel: 804-775-0500; Fax: 804-775-0501  
[www.vsb.org/vlrs.html](http://www.vsb.org/vlrs.html)

## **Meeting Planning/Travel**

See *Tourism*, pages 133-135.

## **Social Services Information**

### Fairfax County Department of Systems Management for Human Services (DSMHS)

DSMHS 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.

### **Coordinated Services Planning**

DSMHS's Coordinated Services Planning group provides an information and referral service for residents and businesses on all human services available through the county government, private nonprofit and volunteer organizations. This service includes, but is not limited to, referrals to employment services, mental health, family shelters and many other social services programs.

### **Regional Community Development**

Regional Community Development staff coordinate with public, private and community-based service providers to improve the quality, capacity, and integration of human services. Regional staff bring together citizens and providers to learn about issues and to collaborate on problem-solving through roundtables, forums and workshops.

### **Research, Analysis and Project Services**

The Research, Analysis and Project Services group provides cross-agency and system-wide assistance with strategic planning, project coordination, process improvement, performance management and policy analysis.

## **Resource Information Management Services**

Resource Information Management Services staff collect and maintain the information contained in the Human Services Resource Guide ([www.fairfaxcounty.gov/rim](http://www.fairfaxcounty.gov/rim)), a database of human services available to Fairfax County residents.

### **For more information, contact:**

Fairfax County Department of Systems Management for Human Services  
12011 Government Center Parkway, Suite 942  
Fairfax, VA 22035  
*English Tel: 703-222-0880; TTY: 703-803-7914; Fax: 703-324-4500*  
*Spanish/Español Tel: 703-324-5638*  
[www.fairfaxcounty.gov/dsm/](http://www.fairfaxcounty.gov/dsm/)

## **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 Washington 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  
*Public Affairs: 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](http://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](http://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, Merrifield/Dunn Loring, Vienna/Fairfax/George Mason University, Huntington and Franconia-Springfield. 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.

A 23½-mile Metrorail extension is currently under construction will provide rail service to Tysons Corner, Reston and ultimately, to Washington Dulles International Airport and eastern Loudoun County. Phase I of the rail extension (from West Falls Church through Tysons Corner to Wiehle Avenue in Reston) is expected to be completed by 2013.

#### **For schedules or other information, contact:**

Washington Metropolitan Area Transit Authority  
600 5th Street, NW  
Washington, D.C. 20001  
Schedule information: 202-637-7000  
Executive offices: 202-962-1234  
[www.wmata.com](http://www.wmata.com)  
Metrorail extension to Dulles: [www.dullesmetro.com](http://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](http://www.fairfaxcounty.gov/connector)

### **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 1040  
Fairfax, VA 22035  
Tel: 703-324-4386; TTY: 703-324-7079 Fax: 703-222-9792  
[www.fairfaxcounty.gov/rec/Fastran/](http://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*  
[www.greyhound.com](http://www.greyhound.com)

### **Loudoun County Office of Transportation Services**

The office currently is planning routes and developing schedules for a new Tysons Express weekday bus service, which is proposed to begin in June 2010 and operate through the end of 2013, with the completion of Phase I of the Metrorail extension.

1 Harrison Street, S.E., 4th floor  
Mail Stop 69  
Leesburg, VA 20175  
Tel: 703-737-8624  
[www.loudoun.gov/default.aspx?tabid=784](http://www.loudoun.gov/default.aspx?tabid=784)

### **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](http://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: 703-324-1102; Fax: 703-435-4465  
[www.linkinfo.org](http://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; Fax: 703-684-1313  
[www.vre.org](http://www.vre.org)

## **Amtrak**

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 in Lorton. It is the only service of its kind in the U.S. and travels one route between Washington, D.C., and Sanford (near Orlando), Florida daily.

### **For schedules and fare information, contact:**

Amtrak  
60 Massachusetts Avenue, NE  
Washington, D.C. 20002  
Tel: 800-872-7245  
[www.amtrak.com](http://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  
12055 Government Center Parkway, Suite 1034  
Fairfax, VA 22035  
Tel: 703-324-1168; TTY: 703-324-1102; Fax: 703-324-1450  
[www.fairfaxcounty.gov/fcdot/employer.htm](http://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  
12055 Government Center Parkway, Suite 1034  
Fairfax, VA 22035-5511  
Tel: 703-324-1100; TTY: 703-324-1102 Fax: 703-324-1450  
[www.fairfaxcounty.gov/fcdot](http://www.fairfaxcounty.gov/fcdot)

#### **Construction—Planning, Permits, Route Numbers**

Virginia Department of Transportation  
Northern Virginia District Headquarters  
Fairfax Permits Office  
14865 Avion Parkway  
Chantilly, VA 20151  
Tel: 703-383-2888; Fax: 703-383-2843  
[www.virginiadot.org/business/fairfax-permits-main.asp](http://www.virginiadot.org/business/fairfax-permits-main.asp)

#### **Traffic Engineering—Signals, Signs, Traffic Counts**

Virginia Department of Transportation  
14865 Avion Parkway  
Chantilly, VA 20151  
Tel: 703-383-2400; Fax: 703-383-2410  
[www.virginiadot.org/business/locdes/traffic-engineering-manual.asp](http://www.virginiadot.org/business/locdes/traffic-engineering-manual.asp)

## Shipping—Marine and Inland Ports

### **Virginia Port Authority**

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.vaports.com](http://www.vaports.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](http://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](mailto:volsrus@volunteerfairfax.org)  
[www.volunteerfairfax.org](http://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**

**A Guide to Establishing a Business**, Virginia Economic Development Partnership, 804-545-5600, [www.yesvirginia.org/pdf/guides/EstablishingBusiness.pdf](http://www.yesvirginia.org/pdf/guides/EstablishingBusiness.pdf)

**Business Registration Guide**, published jointly by the Virginia State Corporation Commission, Virginia Employment Commission and Virginia Department of Taxation, 804-371-9733 or toll-free (VA only) 866-722-2551, <http://va.iaa.org/PDF/BusinessEntityGuide.pdf>.

**Small Business Start-up Guide**, U.S. Small Business Administration, 800-U-ASK-SBA (827-5722), [www.sba.gov/starting\\_business/startup/guide.html](http://www.sba.gov/starting_business/startup/guide.html).

**Virginia Business Resource Directory**, Virginia Employment Commission, 804-786-8223, [www.vec.virginia.gov/vecportal/lbrmkt/lmi.cfm](http://www.vec.virginia.gov/vecportal/lbrmkt/lmi.cfm).

### **Business Financing**

**Fact Sheet: 504 Loan Program**, Business Finance Group, Inc., 703-352-0504, [www.virginiaasset.org/504\\_loan.htm](http://www.virginiaasset.org/504_loan.htm).

**The Small Business Financial Resource Guide: Sources of Assistance for Small and Growing Companies**, Braddock Communications, 888-BRADCOM (272-3266), [www.braddockcom.com](http://www.braddockcom.com).

**Venture Capital**, Fairfax County Economic Development Authority, 703-790-0600, [www.fairfaxcountyeda.org/sites/default/files/pdf/venture\\_capital.pdf](http://www.fairfaxcountyeda.org/sites/default/files/pdf/venture_capital.pdf)

**A Guide to Business Incentives**, Virginia Economic Development Partnership, 804-545-5600, [www.yesvirginia.org/pdf/guides/BusinessIncentives.pdf](http://www.yesvirginia.org/pdf/guides/BusinessIncentives.pdf).

### **Business Taxes**

**A Guide to Local Taxes on Business**, Virginia Economic Development Partnership, 804-545-5600, [www.yesvirginia.org/About\\_Us/Library.aspx](http://www.yesvirginia.org/About_Us/Library.aspx).

**Questions and Answers about the Business, Professional and Occupational Licensing Tax**, Fairfax County Department of Tax Administration, 703-222-8234, [www.fairfaxcounty.gov/dta/busi\\_obtain\\_faq.htm](http://www.fairfaxcounty.gov/dta/busi_obtain_faq.htm).

**State and Local Business Tax Summary**, Fairfax County Economic Development Authority, 703-790-0600, [www.fairfaxcountyeda.org/taxes](http://www.fairfaxcountyeda.org/taxes)

**Tax Information for Businesses**, U.S. Internal Revenue Service, 800-829-3676, [www.irs.ustreas.gov/businesses/index.html](http://www.irs.ustreas.gov/businesses/index.html).

**Virginia Tax Facts**, Virginia Department of Taxation, 804-440-2541, [www.tax.virginia.gov/web\\_PDFs/taxfacts.pdf](http://www.tax.virginia.gov/web_PDFs/taxfacts.pdf).

## Business Services and Resources

**Fairfax County Newcomers Guide**, Fairfax County Office of Public Affairs, 703-324-3187, [www.fairfaxcounty.gov/newtofairfax](http://www.fairfaxcounty.gov/newtofairfax).

## International Business

**A Basic Guide to Exporting**, U.S. Department of Commerce, Available through the U.S. Government Printing Office, 202-512-1800, <http://bookstore.gpo.gov>.

**Export Programs: A Business Directory of U.S. Government Services**, Trade Information Center, U.S. Department of Commerce, 800-USA-TRADE, [www.ita.doc.gov/td/tic/resources/index.html](http://www.ita.doc.gov/td/tic/resources/index.html).

**United States Import Requirements: Overview of Customs Procedures for Commercial Importing**, U.S. Department of Commerce, Available through the U.S. Government Printing Office, 202-512-1800, <http://bookstore.gpo.gov>.

**Beyond Virginia** (quarterly newsletter), Virginia Economic Development Partnership, Division of International Trade, 804-545-5752, [www.exportvirginia.org/newsletter/newsletter\\_working.htm](http://www.exportvirginia.org/newsletter/newsletter_working.htm).

## Procurement

**Federal Procurement**, Fairfax County Economic Development Authority, 703-790-0600, [www.fairfaxcountyeda.org/federal-procurement](http://www.fairfaxcountyeda.org/federal-procurement).

**Procurement Opportunities in Fairfax County**, Fairfax County Economic Development Authority, 703-790-0600, [www.fairfaxcountyeda.org/contracting-and-procurement](http://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/](http://www.fairfaxcounty.gov/dpsm/).

## Small, Woman- and Minority-Owned Businesses

**Business Ventures** (quarterly newsletter), Fairfax County Economic Development Authority, 703-790-0600, [www.fairfaxcountyeda.org/business-ventures](http://www.fairfaxcountyeda.org/business-ventures).

**Federal Procurement: Resources for Minority and Woman-Owned Businesses**, Fairfax County Economic Development Authority, 703-790-0600, [www.fairfaxcountyeda.org/resources-small-minority-and-woman-owned-firms](http://www.fairfaxcountyeda.org/resources-small-minority-and-woman-owned-firms).

**Resource Guide for Women**, Fairfax County Office for Women, 703-324-5730, [www.fairfaxcounty.gov/ofw/publications.htm](http://www.fairfaxcounty.gov/ofw/publications.htm).

**Small Business Online Datebook**, Fairfax County Economic Development Authority, [www.fairfaxcountyeda.org/small-business-datebook](http://www.fairfaxcountyeda.org/small-business-datebook).

**U.S. Small Business Administration Online Business Library**, [www.sba.gov/index.html](http://www.sba.gov/index.html).



## ■ Quick Telephone Reference

- Licenses, Permits and Regulations
- Tax Requirements
- Motor Vehicle Requirements

## LICENSES, PERMITS AND REGULATIONS

License/Permit/Regulation	Who Must Comply
Air Pollution Control/ Hazardous Materials Permits	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)
Alcoholic Beverage Licenses	All retail outlets selling alcoholic beverages
Building Permits	Those erecting or modifying building structures
Business, Professional and Occupational Licenses (BPOL)	All businesses located or operating in Fairfax County with gross receipts of at least \$10,001 for the preceding year
Business Trusts	Those establishing a business trust in Virginia
Certificate of Authority	Corporations doing business in Virginia but incorporated elsewhere
Child Labor Work Permits	All employees
Commercial Waste Disposal Permits	Businesses disposing of their own generated waste; commercial disposal services
Contractor Licenses	Practicing electrical, mechanical (heating, ventilation and air conditioning), plumbing and home improvement contractors
Electrical Permits	Those installing or replacing electrical equipment
Employer Identification Number	Businesses required to file federal tax documents

Whom to Contact	Page
Fairfax County Department of Health, Air Quality Section 703-246-2300; TTY: 703-591-6435	46-48
Virginia Department of Environmental Quality 703-583-3800; TTY: 804-698-4021	
Fairfax County Fire and Rescue Department Fire Inspections Branch 703-246-4849; TTY: 711	
Virginia ABC Board 703-313-4432	16
Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	
Fairfax County Permit Application Center 703-222-0801; TTY: 711	44
Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	78-79
Virginia State Corporation Commission 804-371-9733; TDD: 804-371-9206	12
Virginia State Corporation Commission 804-371-9733; TDD: 804-371-9206	13
Virginia Department of Labor and Industry, Northern Virginia Region 703-392-0900; TTY: 711 Applications also are available at any Fairfax County high school.	69
Fairfax County Department of Public Works and Environmental Services, Solid Waste Management Program 703-631-1179, TTY: 711	47
Fairfax County Department of Public Works and Environmental Services, Code Enforcement Branch 703-324-1937, TTY: 711	60-61
Virginia Department of Professional and Occupational Regulation, Board of Contractors 804-367-8511; TTY: 711	
Fairfax County Permit Application Center 703-222-0801; TTY: 711	44-45
U.S. Internal Revenue Service 800-829-1040; TTY: 800-829-4059	56

License/Permit/Regulation	Who Must Comply
Fire Department Inspections	Those erecting or modifying building structures
Food Service Permits	All food establishments
Franchise Registration	Franchise businesses operating in Virginia
Hazardous Materials	Facilities using/operating with any hazardous material (physical, chemical, health or other)
Home Child Care Facility Permits	Persons providing child care at home who are not licensed by Virginia to provide such care
Home Occupation Permits	Businesses located at residential addresses
Incorporation	Organizations forming corporations in Virginia
Limited Liability Companies	Those establishing a limited liability company in Virginia
Mechanical Permits	Those installing or replacing mechanical equipment
Non-Residential Use Permits (Non-RUP)	Those building new office buildings or changing the use of building(s)
Occupational Business Licenses	Occupations and professions that require licensure at the local, state and/or federal level
Partnerships	Those establishing a business partnership in Virginia
Plumbing Permits	Those installing or replacing plumbing equipment
Recycling	Owners of office buildings or complexes with 200+ occupants; owners of other business properties generating 100+ tons of solid waste/year
Sole Proprietorships	Sole owners of businesses
Taxicab and Solicitors Licenses	Taxicab operators/drivers, precious metal dealers, massage parlor operators, gun dealers and pawnbrokers

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Fairfax County Fire and Rescue Department, Fire Inspections Branch 703-246-4849, TTY: 711	45
Fairfax County Department of Health 703-246-2444; TTY: 711	16-17
Virginia State Corporation Commission 804-371-9051; TDD: 703-371-9206	10
Fairfax County Fire and Rescue Department Fire Inspections Branch 703-246-4849, TTY: 711	45-46
Fairfax County Department of Family Services, Office for Children 703-324-8100; TTY: 711 Providers who will care for six or more children should call the Virginia Department of Social Services, Fairfax Licensing Office at 703-934-1505.	50
Fairfax County Department of Planning and Zoning 703-222-1082, TTY: 711	42-43
Virginia State Corporation Commission 804-371-9733; TDD: 804-371-9206	11
Virginia State Corporation Commission 804-371-9733; TDD: 804-371-9206	12
Fairfax County Permit Application Center 703-222-0801; TTY: 711	44-45
Fairfax County Department of Planning and Zoning 703-222-1082, TTY: 711	43
Multiple agencies	60-62
Virginia State Corporation Commission 804-371-9733; TDD: 804-371-9206	12
Fairfax County Permit Application Center 703-222-0801; TTY: 711	44-45
Fairfax County Solid Waste Management Program 703-324-5230, TTY: 711	48
Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	12-13
Fairfax County Department of Cable Communications and Consumer Protection 703-324-5966, TTY: 711	60

License/Permit/Regulation	Who Must Comply
Trademark Registration	Any person who owns/uses a trademark in Virginia
Wastewater Discharge Permits	Any facility emitting potentially harmful substances through the wastewater system
Workers' Compensation Insurance	Companies with three or more employees
Miscellaneous Fairfax County Business Licenses	Operators of health spas, commercial swimming pools, auto graveyards, etc.

## TAX REQUIREMENTS

License/Permit/Regulation	Who Must Comply
Annual Corporate Registration Fee	All incorporated businesses conducting business in Virginia (domestic and foreign)
Business Personal Property Tax	All businesses in Fairfax County
Business, Professional and Occupational License Tax (BPOL)	All businesses in Fairfax County with gross receipts of at least \$10,001 for the preceding year
Consumer Utilities Taxes ( <i>local</i> )	All commercial operations utilizing telephone, gas and/or electricity
Corporate Income Tax	All corporations in Virginia
Employer Withholding	Employers with one or more employees
Limited Liability Companies	Limited liability companies operating in Virginia
Limited Partnerships and Limited Liability Partnerships	Limited Partnerships and Limited Liability Partnerships operating in Virginia

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Fairfax County Circuit Court 703-691-7320, TTY:711	14-15
Virginia State Corporation Commission 804-371-9051; TDD: 703-371-9206	
Fairfax County Department of Public Works and Environmental Services, Industrial Waste Section 703-550-9740, ext.252, TTY: 711	48-49
Virginia Department of Environmental Quality 703-583-3800	
Virginia Workers' Compensation Commission 804-367-8699; 877-664-2566; TTY: 711	64-65
Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	60

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Virginia State Corporation Commission 804-371-9733; TDD: 804-371-9206	11
Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	85-87
Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	78-79
Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	88-89
Virginia Department of Taxation 804-367-8037, TTY: 711 U.S. Internal Revenue Service 800-TAX-1040; 800-829-3676; TTY: 800-829-4059	80
Virginia Department of Taxation 804-367-8037, TTY: 711 U.S. Internal Revenue Service 800-TAX-1040; 800-829-3676; TTY: 800-829-4059	82-83
Virginia Department of Taxation 804-367-8037, TTY: 711	80-82
Virginia State Corporation Commission 804-371-9733, TDD: 804-371-9206	80-82

License/Permit/Regulation	Who Must Comply
Partnerships	Partnerships operating in Virginia
Real Property Tax	Real property owners
Sales and Use Tax	Businesses and individuals making certain purchases
Sole Proprietorships	Sole proprietors operating in Virginia
Unemployment Insurance Taxes	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
Utility Consumption Tax ( <i>state</i> )	All commercial operations using natural gas and electricity

## MOTOR VEHICLE REQUIREMENTS

License/Permit/Regulation	Who Must Comply
Motor Vehicle Emissions Inspections	Vehicles housed in Fairfax County
Motor Vehicle Personal Property Tax	Vehicles housed in Fairfax County
Motor Vehicle Registration	Vehicles housed in Virginia
Motor Vehicle Safety Inspections	Vehicles housed in Fairfax County

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Virginia Department of Taxation 804-367-8037; TTY: 711	80-82
Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	87-88
Virginia Department of Taxation 804-367-8037, TTY: 711 Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	88
Virginia Department of Taxation 804-367-8037, TTY: 711	81
Virginia Employment Commission (VEC) 804-786-1485, TTY: 711 VEC Alexandria Workforce Center 703-813-1300 U.S. Internal Revenue Service 800-TAX-1040; 800-829-3676; TTY: 800-829-4059	84-85
Virginia State Corporation Commission 804-371-9480; TDD: 804-371-9206	89

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Virginia Department of Environmental Quality 703-583-3800, TTY: 711	18
Fairfax County Department of Tax Administration 703-222-8234; TTY: 703-222-7594	18, 85-87
Virginia Department of Motor Vehicles 866-368-5436, TTY: 800-272-9268	17
Virginia State Police 703-323-4500, TTY: 711	18



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# FAIRFAX COUNTY ECONOMIC DEVELOPMENT AUTHORITY

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The Fairfax County Economic Development Authority (FCEDA) is an independent authority created under state law, operating under the direction of seven Commissioners appointed by the Fairfax County Board of Supervisors. Its activities are funded by Fairfax County. The FCEDA provides a wide array of free services and information designed to promote Fairfax County as a business location for domestic and international companies and organizations. The FCEDA maintains marketing offices in five major overseas commercial centers—Bangalore, Frankfurt, London, Seoul and Tel Aviv.

The FCEDA:

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

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