



New Kent County **Essential Guide for Business**

Table of Contents

1. New Kent County - Getting Registered

- Business License
- File for a Business Name
- Site Planning
- File for a Certification of Zoning
- Economic Development Department
- Building Development
- Small Business Development Center
- Virginia Department of Health

2. Commonwealth of Virginia – Getting Registered

- State Corporation Commission
- Virginia Department of Professional and Occupational Regulation
- State Contractor Licenses, Tradesman Licenses, Certified Water Well System Providers, Certified Elevator Mechanics and Certified Backflow Prevention Device Workers
- Virginia Department of Agriculture and Consumer Services
- Virginia Department of Alcoholic Beverage Control

3. Federal Government – Getting Registered

- Employer Identification Number

4. New Kent County – Business Taxes

- Commission of the Revenue Tax Rates
- New Kent County Online Payments

5. Fire Prevention Code

- New Kent Fire Code

Table of Contents

6. **Virginia & Federal – Business Taxes**

- Unemployment Compensation and Worker's Compensation
- Virginia Department of Taxation
- Federal Taxes

7. **Financing Your Business**

- U.S. Small Business Administration
- Virginia Small Business Financing Authority

1.

New Kent County Getting Registered

New Kent County Business License

New Kent County Code states it is mandatory that any person engaging in business, trade or profession in New Kent County shall apply for a business license prior to conducting business. Each person subject to a license tax under this article, Code of Ordinances, shall apply for a license to the Commissioner of the Revenue prior to beginning business if he/she was not subject to licensure in the county on or before January 1st of the license year, or no later than May 1st of the license year of he/she had been issued a license for the preceding year. Once you have submitted your business license application you will receive your certificate through the mail, usually within a week.

Do I need a business License? New Kent County requires all businesses (include home occupations) to file for a license, with the exclusion of out-of-county contractors doing less than \$25,000 and manufacturers.



For more information, please refer to the following contact information and website links:

New Kent County Commissioner of the Revenue

12007 Courthouse Circle

Room 202

New Kent, VA 23124

(804)966-9610

[http://www.co.newkent.state.va.us/193/Business-](http://www.co.newkent.state.va.us/193/Business-License)

[License](http://www.co.newkent.state.va.us/193/Business-License)

[http://www.co.new-kent.va.us/190/Commissioner-of-](http://www.co.new-kent.va.us/190/Commissioner-of-Revenue)

[Revenue](http://www.co.new-kent.va.us/190/Commissioner-of-Revenue) [https://www.co.new-kent.va.us/581/Step-1--](https://www.co.new-kent.va.us/581/Step-1--File-a-Business-Name)

[-File-a-Business-Name](https://www.co.new-kent.va.us/581/Step-1--File-a-Business-Name) [https://scc.virginia.gov/pages/](https://scc.virginia.gov/pages/New-Business-Resources)

[New-Business-Resources](https://scc.virginia.gov/pages/New-Business-Resources)



File for a Business Name

In order to receive a New Kent County business license, your business name must be filed with the State Corporation Commission. The local Commissioner of the Revenue will not issue a business license or accept registrations for other local taxes without this registration. To contact the Clerk of SCC dial (804)371-9733 or toll-free in Virginia at 1(866)722-2551.

For more information, please refer to the following contact information and website links:

Clerk of Circuit Court

12001 Courthouse Circle

P.O. Box 98

New Kent, VA 23124

(804)966-9520

<http://www.co.newkent.state.va.us/18g/Clerk-of-Circuit-Court>



Site Planning

The Planning Department is responsible for developing and recommending growth management strategies, encouraging aesthetically pleasing development, and ensuring our community grows through positive land use development practices

Why do you need a site plan?

A site plan helps guide the applicant through local and state construction/development standards.

How long is the review period for a site plan?

30-60 calendar days.

Does every use require a site plan?

No, Contact the Planning Development for further details.

For more information, please refer to the following contact information and website links:

Clerk of Circuit Court

12001 Courthouse Circle

P.O. Box 98

New Kent, VA 23124

(804)966-9520

<http://www.co.newkent.state.va.us/189/Clerk-of-Circuit-Court>

File for Certification of Zoning

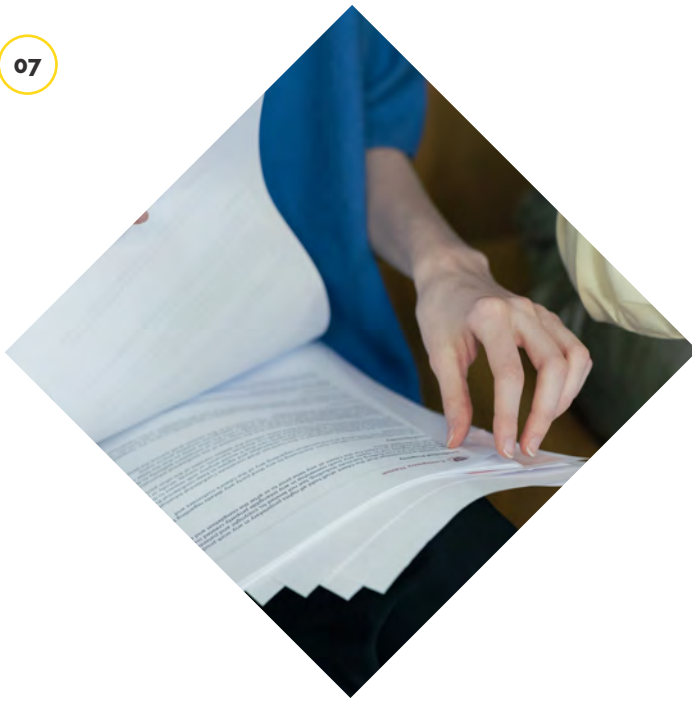
Businesses physically located in New Kent County (store front, home office, etc.) are required to file a Certification of Zoning application with the New Kent County Planning Department before receiving a New Kent County business license. A copy of the approved certification must be submitted with your business license application.

For more information, please refer to the following contact information and website links:

12007 Courthouse Circle
P.O. Box 150
New Kent, VA 23124
(804)966-9690

<https://www.co.new-kent.va.us/DocumentCenter/View/5291/Certificate-of-Zoning-Permit-Application-092820-PDF?bidId=>





Complete the Business License Application

You can find the New Kent County business license application here, <http://www.co.newkent.state.va.us/DocumentCenter/View/5192/BUSINESS-LICENSE-APP-FILLABLE?bidId=>

Minimum Business License is \$30.00.

For more information, please refer to the website link:

<https://www.co.new-kent.va.us/584/Step-4---Complete-the-BL-Application>

Small Business Development Center

The SBDC can help your business start or grow with expert advice and free resources. This organization wants to help small businesses respond, rebuild and reimagine throughout different communities in the Richmond Region. The SBDC believes small businesses are the backbone of local communities. New Kent County is one of the twelve partners to work with the SBDC. Business counselors are available for any of the following needs: business plan development, market research, raising capital, financial management, strategic management, organizational development, sales and marketing strategy, and business management.

For more information, please refer to the following contact information and website links:

12007 Courthouse Circle
P.O. Box 150
New Kent, VA 23124
(804)966-9690

<https://www.co.new-kent.va.us/DocumentCenter/View/5291/Certificate-of-Zoning-Permit-Application-092820-PDF?bidId=>



Economic Development Department

The primary mission of the New Kent County Economic Development Department is to foster a strong economic environment which supports existing and new businesses, while also promoting high quality economic growth. The Economic Development Department makes suggestions and recommends topics to the Economic Development Authority. The EDA has the final say of grants, loan programs, publications, promotions, marketing and bond financing for new businesses and existing businesses in New Kent County.

Is there someone who can review my business model?

Yes, the Economic Development Department in New Kent County would be more than happy to review your business model. Also, for a second opinion the, U.S. Small Business Development Center can provide you with free resources to help you and your business model. See page 9 for the contact information.

For more information, please refer to the following contact information and website links:

Economic Development Department

7324 Vineyards Parkway

New Kent, VA 23124

(804)966-9631 or (804)966-8787

<https://yesnewkent.com/>





Virginia Department of Health (VDH)

Multiple businesses, including businesses engaging in food handling, are required to obtain approval from the local office of the VDH and to periodically have inspections of their facilities in order to assure safety/ sanitary organizations within New Kent County. Permits are issued for restaurants, mobile food units, temporary food service events, school/daycare kitchens, and almost every time food is prepared for or served, to the public. These operations are permitted annually, and there is a permit application fee.

For more information, please refer to the following contact information and website links:

New Kent County Health Department – Chickahominy Health District

7911 Courthouse Way

New Kent, VA 23124

(804)966-9640

<https://www.vdh.virginia.gov/>

Building Development

The New Kent County Building Development enforces the Virginia Uniform Statewide Building Code. This code includes plan review, permit issuance, and inspection of buildings and structures during the construction phase of your business. All structures are required to have a permit, except non-residential farm buildings as stated in the Virginia Uniform Statewide Building Code.

How long is a permit good for?

All permits are valid for six months from the time that the permit is issued. A permit extends for another six months every time that there is an inspection on the project.

How do I schedule an inspection?

Please call the inspection line at (804)966-8572 and follow the prompt to leave your permit number and type of inspection requested.

For more information, please refer to the following contact information and website links:

Building Development

12007 Courthouse Circle

P.O. Box 150

New Kent, VA 23124

(804)966-8572

<https://www.co.new-kent.va.us/179/Building-Development>





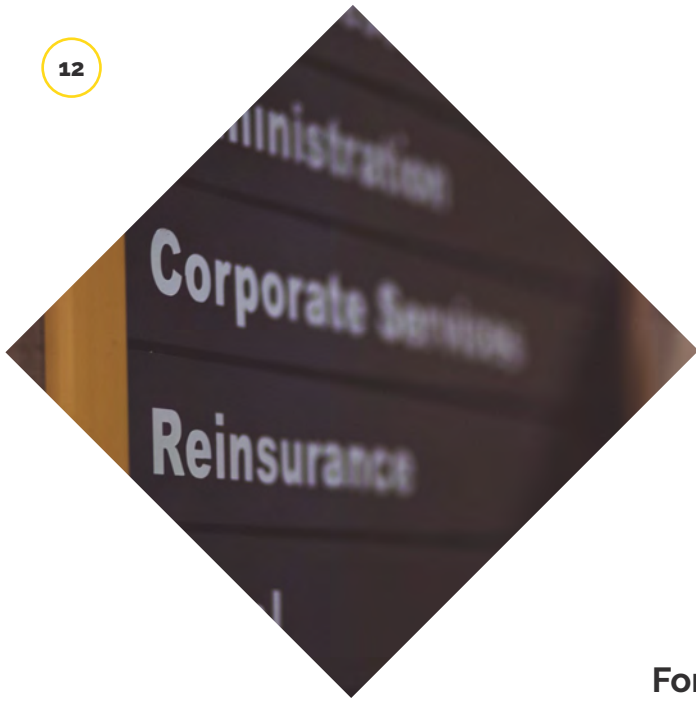
2.

Commonwealth of Virginia - Getting Registered

The official website of the Commonwealth of Virginia, www.virginia.gov, provides plentiful resources to help assist businesses with relevant tax, licensing, workforce, and other business related inquiries.

For more information, please refer to the following contact information and website links:

<https://www.virginia.gov/services/business>



State Corporation Commission (SCC)

To identify the appropriate business structure, the State Corporation Commission has available resources to assist you and your business. After determining the appropriate structure, you can establish your business by filing with the State Corporation Commission. When filing your business with the Commonwealth of Virginia it guarantees there isn't another business entity doing business under the same business name.

For more information, please refer to the following contact information and website links:

<https://www.virginia.gov/services/business>

Virginia Department of Alcoholic Beverage Control (ABC)

Any business that sells alcoholic beverages of any kind is required to acquire a liquor license from the Virginia Department of Alcoholic Beverage Control and a local business license through the Commissioner of the Revenue.



For more information, please refer to the following contact information and website links:

ABC Central Office & Regional Office (Region 6)
7450 Freight Way
Mechanicsville, VA 23116
(804)213-4620

<https://www.abc.virginia.gov/>

State Contractor Licenses, Tradesman Licenses, Certified Water Well System Providers, Certified Elevator Mechanics and Certified Backflow Prevention Device Workers

People, firms, or corporations engaging in additions to existing structures or the construction of new structures, or those a part of some form of remodeling, repair or demolition of existing structures are required to be licensed in the Commonwealth of Virginia, in addition to being registered in New Kent County. An individual certification/license issued by the Board for Contractors may be required if an individual is performing work on elevators, water well systems, escalators, plumbing, electrical, HVAC, or gas. This requirement is relevant but not limited to: building contractors, commercial contractors, residential and subcontractors (plumbing, electrical, etc.).

For more information, please refer to the following contact information and website links:

**Virginia Board of Contractors, Tradesman
Program, Department of Professional and
Occupational Regulation**

9960 Mayland Dr.

Suite 400

Richmond, VA 23233

(804)367-8500

<http://www.dpor.virginia.gov/>



Virginia Department of Agriculture and Consumer Services (VDACS)

Most every business that is involved in manufacturing or distributing of food, beverages or food additives of any type are required to be inspected by the Virginia Department of Agriculture and Consumer Services.

For more information, please refer to the following contact information and website links:

VDACS

102 Governor St.
Richmond, VA 23219
(804)786-3520

<http://www.vdacs.virginia.gov/>

<http://www.vdacs.virginia.gov/inspection-and-grading-services.shtml>

<http://www.vdacs.virginia.gov/localities-licenses-registration.shtml>

Virginia Department of Professional and Occupational Regulation (DPOR)

Businesses controlled by licensing or permitting requirements are involved in areas associated with public health or safety, such as health professions, engineering, architecture, building codes, environmental hazards, and financial services such as CPA's, surveyors, real estate agents and employment agencies.

For more information, please refer to the following contact information and website links:

DPOR

Perimeter Center
9960 Mayland Drive
Suite 400
Richmond, VA 23233
(804)367-8500
<http://www.dpor.virginia.gov/>



3.

Federal Government - Getting Registered

Employer Identification Number (EIN)

The Internal Revenue Service requires businesses to have a taxpayer identification number so tax returns can be processed. These identification numbers are your Social Security Number (SSN) and/or your Employer Identification Number (EIN).

For more information, please refer to the following contact information and website links:

IRS, Richmond Regional Office

400 North Eighth St.

Richmond, VA 23219

(804)916-8700

<https://www.irs.gov/>



4.

New Kent County - Business Taxes

All of New Kent County taxes are assessed by the Commissioner of the Revenue and payable to and collected by the Treasurer's Office.

New Kent County Commissioner of the Revenue

12007 Courthouse Circle
Room 202
New Kent, VA 23124
(804)966-9610

New Kent County Treasurer's Office

12007 Courthouse Circle
P.O. Box 109
New Kent, VA 23124
(804)966-8538

<https://www.co.new-kent.va.us/344/Treasurers-Office>

Commissioner of the Revenue Tax Rates

All tax rates are set annually by the Board of Supervisors.

2022 New Kent County Tax Rates

Assessment Category- Rate per \$100

- Real Estate: \$0.67 (assessed and taxed at 100% of the estimated fair market value)
- Mobile Home: \$0.67
- Bottoms Bridge Service District: \$0.05
- Tangible Personal Property: \$3.75
- Handicap Equipped Vehicles: EXEMPT
- Aircraft: \$0.75
- Machinery Tools: \$0.75

2022 Consumer Tax Rates

Tax Category- Tax Levied

- Meals: 6%
- Transient Occupancy/Lodging: 2%

2021 Business License Tax Rates

License Category- Rate per \$100

- Contractor: \$0.12
- Retail Sales: \$0.15
- Wholesale: \$0.04
- Repairs, Personal, Business & Other Services: \$0.27
- Financial, Real Estate & Professional Services: \$0.44
- Utility License Tax: \$0.42
- Miscellaneous License: \$0.27

I work out of my home; do I still have to file? Yes. The business personal property tax must be paid on all business equipment.

Do I have to file if I have no equipment to report? If your business is located in New Kent County, you must report each year even if you do not have any equipment.

A hand holding a smartphone in front of a laptop keyboard. The image is split diagonally, with the top-left portion showing a close-up of the phone and the bottom-right portion showing the hand holding the phone over a laptop keyboard.

New Kent County Online Payments

The New Kent County Treasurer's Office offers online inquiry and payment services. Citizens can use this site to make online payments to the New Kent County Treasurer's Office and inquire tax ticket information for easier convenience from your home or office.

For more information, please refer to the following contact information and website links:

Please follow the link and go to the "Online Payments" tab
<https://www.co.new-kent.va.us/>

5.

Fire Prevention Code

New Kent Fire Code

The County of New Kent adopted the Statewide Fire Prevention Code. A person in the county shall request and receive permits from the fire marshal before starting that activity. The fire marshal shall establish procedures for inspections, issuance of permits and other functions necessary for administration of this requirement.

For more information, please refer to the Code of Ordinances:

https://library.municode.com/va/new_kent_county/codes/code_of_ordinances



6.

Virginia & Federal – Business Taxes

Unemployment Compensation and Worker's Compensation

Any business with employees may be required to pay State Unemployment Compensation Taxes.

For more information, please refer to the following contact information and website links:

Virginia Employment Commission

Richmond Office

4914 Radford Avenue

Suite 101

Richmond, VA 23230

(804)652-3241

<https://www.vec.virginia.gov/>

Any private employers with three or more employees must carry Worker's Compensation insurance. Worker's Compensation insurance is obtained from private insurance agents with premiums regulated by law.

For more information, please refer to the following contact information and website links:

Worker's Compensation – Central Office

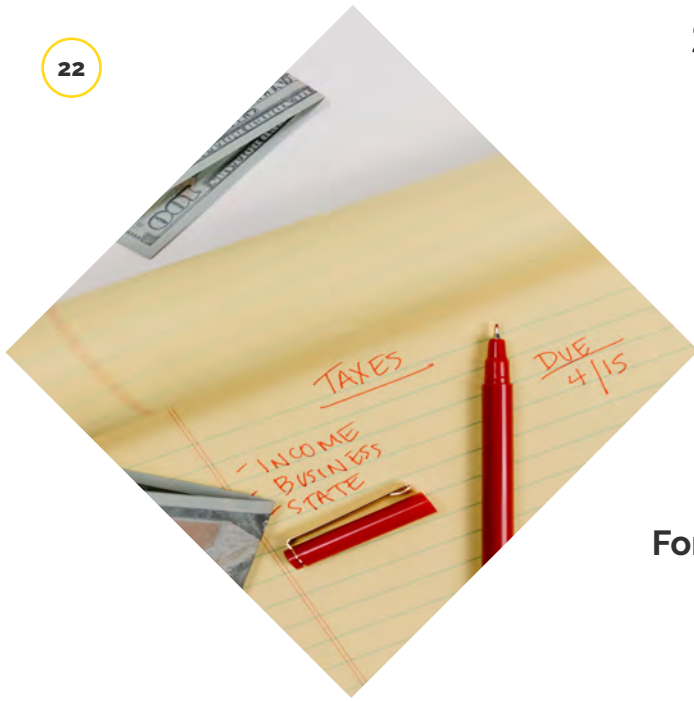
333 E. Franklin St

Richmond, VA 23219

1(877)664-2566

<https://workcomp.virginia.gov/>





State Sales Tax, Withholding Tax, Corporate Income Tax and Other Non-Property Taxes

For businesses that are required to collect sales tax, the Virginia Department of Taxation issues a Certificate of Registration which authorizes you to collect and revoke sales tax to the state.

For more information, please refer to the following contact information and website links:

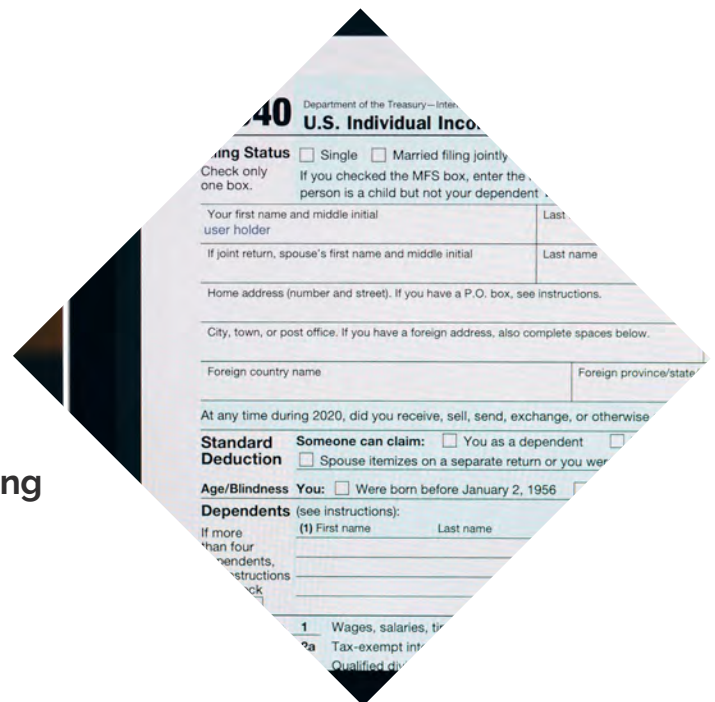
Virginia Department of Taxation
1957 Westmoreland St
Richmond, VA 23230
(804)367-8031
<https://www.tax.virginia.gov/>

Federal Taxes

For more information, please refer to the following contact information and website links:

ABC Central Office & Regional Office (Region 6)
7450 Freight Way
Mechanicsville, VA 23116
(804)213-4620

<https://www.abc.virginia.gov/>



7. Financing your Business

U.S. Small Business Administration

The U.S. Small Business Administration (SBA) strives to help small business owners and entrepreneurs pursue their dream. The SBA is the only cabinet-level federal agency fully dedicated to small businesses and provides a numerous amount of resources to ensure their business is successful.

For more information, please refer to the following contact information and website links:

• **Virginia District Office**

400 North 8th St

Suite 1150

Richmond, VA 23219

(804)771-2764

<http://www.sba.gov>

Virginia Small Business Financing Authority

The Virginia Small Business Financing Authority (VSBFA) is the Commonwealth of Virginia's business and economic development financing arm. The VSBFA offers a list of resources for small businesses, not-for-profits, and economic development authorities with the financing needed for economic growth in the Commonwealth.

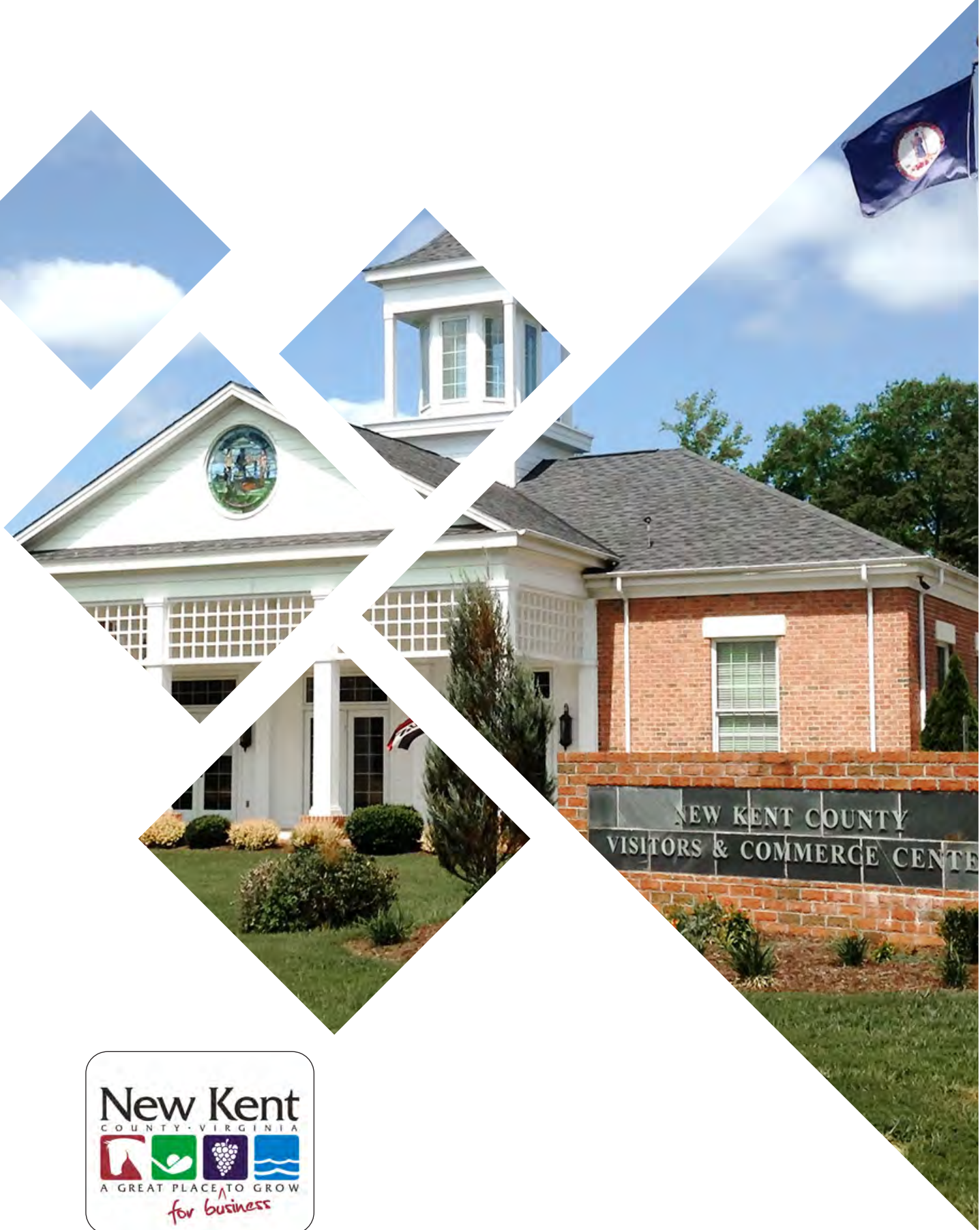
For more information, please refer to the following contact information and website links:

VSBFA

(804)786-1049

<https://www.sbsd.virginia.gov/virginia-small-business-financing-authority/>





New Kent County - Economic Development

7324 Vineyards Pkwy,
New Kent County, Virginia 23124

(804) 966-9631