

OPENING A NEW BUSINESS IN THE TOWN OF ABINGDON

A GUIDE TO THE VARIOUS REQUIREMENTS THAT MAY APPLY TO YOU.



Town of Abingdon
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www.abingdon-va.gov

Whether you are starting a business, or are well established and seek to expand or relocate, your success is a critical component to the Town of Abingdon's prosperity, economic stability, and community vitality. Starting or growing your business typically requires a significant investment of both financial and personal resources and it is our desire to assist you in making the most informed decisions possible to protect those resources. The Town's goal is to help you navigate the regulatory process required to ensure that your business has a positive impact on the community, is safe to occupy, and opens as quickly as possible.

Please note that each business and its existing or proposed location is unique, so too will be the procedures you may need to undertake to comply with local and state regulations. This guide is offered as a general overview and is not an exhaustive list of all the regulations, which may apply to your specific business. We urge you to contact the appropriate department(s) to ensure a successful business launch, expansion, or relocation.

LOCAL TAXES

Business License Tax:

Business Licenses Tax is based upon gross receipts for any business conducted in the Town. The application for this license must be received and paid prior to opening your business and annually thereafter on March 1. The first year's license fee is estimated and the following year's license is adjusted accordingly. For more information, contact the Finance Department at (276) 525-1464.

Meals & Lodging Tax:

Anyone engaging in the business of selling prepared food or room rentals will be required to register with the Town. For more information, contact the Finance Department at (276) 525-1464.

Business Tangible Personal Property Tax:

Abingdon/Washington County levies a tax on tangible personal property employed in a trade or business (furniture, fixtures, machinery and tools). Businesses must itemize personal property and/or equipment providing the date of acquisition and original purchase price. The return is due by May 1 and payment by November 20. For more information, call the Finance Department at (276) 525-1464.

Sanitary Sewer Service:

Application for sanitary sewer service is available through the Finance Department. For more information about water and sewer rates, connection fees, and other service charges, contact (276) 525-1464.

Building Permit / Certificate of Occupancy:

A Building Permit may be necessary based upon your plans to use a new or existing structure. A permit for commercial use requires a site plan and construction plans for a new structure. Use of an existing structure requires a Certificate of Occupancy, issued by the Building Official, who ensures that the proposed use conforms to code requirements. To obtain an application or for more information, call the Building Department at (276) 628-6611.

Sign Permits / Zoning:

Sign permits are available from the Planning Department after first determining that the proposed sign complies with the Zoning Code. Zoning information can be found on the Town's website. For all zoning and permitted use questions, please call the Zoning Administrator at (276) 628-3167.

Department	Contact	E-mail
Planning & Zoning Department	Jason Boswell	jboswell@abingdon-va.gov
Economic Development Coordinator	Tonya Triplett	ttriplett@abingdon-va.gov
Public Works Department	Mike Surrett	msurrett@abingdon-va.gov
Waste Water Department	Sarita Moore	smoore@abingdon-va.gov
Public Works/Engineering Department	Tyler Vencill	tvencill@abingdon-va.gov
Building & Inspections Department	Rick Statzer	rstatzer@abingdon-va.gov

Town staff is available to meet with you, your contractors and your design team before you select a location for your business and before any applications are completed to help you understand and meet the permitting requirements.