

Six Steps to Starting a Business in Fairfax County

Small Business Start-Up Checklist

Are you thinking about starting a business in Fairfax County?

Congratulations!

Fairfax County is full of entrepreneurs, dreamers and strivers – and the Fairfax County Economic Development Authority is here with many partners and resources to help you launch your business.

Let this checklist help you navigate through the steps to starting your business.

Let's turn your dreams into reality, one checked box at a time.

1

Brainstorm, Iterate, Test and Plan

- Sketch out potential business ideas
- Seek feedback from friends, potential customers and start up assistance providers
- Learn about your industry, customers and competitors
- Pick a name for your business
- Estimate start up costs for your business

2

Establish Your Business

- Choose a form of ownership (sole proprietorship, partnership, corporation or nonprofit)
- Determine where you need to register your business
- Obtain a business license (with appropriate town, county and state agencies)
- Secure occupation/industry related licenses and permits (if applicable)
- Register US Department of Treasury – Beneficial Ownership Information
- Obtain a website domain

3

Research Location Options

- Determine what type of workspace you need; at home, online, a co-working space, an executive office suite, commercial, industrial, office space (leased or owned), makerspace
- Research location options
- Learn about local zoning, site and permit requirements



4 Finance Your Business

- Open a Business Banking Account
- Learn about banking and financial resource options; (eg. commercial loans, microloans, grants, equity, debt financing and alternative funding options)
- Develop and understanding of operational and capital funding needs

5 Meet Tax Obligations

- Obtain professional help from an Accountant/CPA
- Learn about local, state and federal tax obligations
- File necessary business tax registration documents
- Pay any county, state and federal tax obligations

6 Recruit and Hire Talent

- Learn about employment regulations/requirements
- Obtain an Employer Identification Number from the IRS
- Register with the Virginia Employment Commission
- Register with the Workers' Compensation Commission
- Learn About resources for recruiting and training employees

Brainstorming Exercises and Worksheets

Let's kickstart your startup journey with some useful worksheets and brainstorming exercises. These tools are designed to ignite your creativity, organize your thoughts, and guide you through the exciting process of launching your own venture. Scan the QR code below to get started!

Tip: Spending time upfront developing, testing and obtaining feedback on your business ideas can enhance your chance of success in the future.

**Scan the QR Code to
visit our resources!**

*All resources can be found at fairfaxcountyeda.org



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