

A	<u>GENERAL INFORMATION FOR BUSINESS OWNERS</u> WHAT APPROVALS DO I NEED TO OPERATE A BUSINESS IN CLARKE COUNTY?
<p>This section provides general information for business owners interested in starting a new business in Clarke County. If you are interested in operating a business from your home, please review Section B (Home Occupations – How can I run a business from my home?).</p>	
<p><u>Contacts:</u></p> <p>Zoning Permits and Approvals Jeremy Camp, Senior Planner/Zoning Administrator Clarke County Department of Planning Berryville-Clarke County Government Center, 101 Chalmers Court, Second Floor (540) 955-5131, jcamp@clarkecounty.gov</p> <p>Building Permits Clarke County Building Department Berryville-Clarke County Government Center, 101 Chalmers Court, First Floor</p> <p>County Business Licenses Office of the Commissioner of the Revenue Berryville-Clarke County Government Center, 101 Chalmers Court, First Floor (540) 955-5108</p> <p>Town of Berryville Business Licenses Town Business Office Berryville-Clarke County Government Center, 101 Chalmers Court, First Floor (540) 955-1099, www.berryvilleva.gov</p> <p>Town of Boyce Business Licenses Town Hall 23 East Main Street, Boyce, VA (540) 837-2901, www.boyceva.net</p>	

Starting a business in Clarke County requires three general steps described below:

1. Registering your business.

If your business is located in Clarke County outside of the Towns of Berryville and Boyce, you must obtain a **County business license** from the Office of the Commissioner of the Revenue. Staff in this office will assist you with a business license application and can also provide information on registering your business with the Virginia State Corporation Commission.

If your business is located in the Town of Berryville, please contact the Town Business Office for licensing requirements. If your business is located in the Town of Boyce, you can contact

staff at Boyce Town Hall for licensing requirements. Contact information for these offices is listed above.

2. Ensuring that your business meets County Zoning Ordinance requirements.

Prior to issuance of a County business license, Commissioner of the Revenue Staff will direct the applicant to the County Department of Planning to review whether the proposed business meets County Zoning Ordinance requirements. Planning Staff will first discuss the proposed business with the applicant to determine the nature of the business, whether it is an allowable use on the subject property, and if additional zoning review processes are required.

If you are applying to operate a business from your home, a **home occupation zoning permit** is required. For more information on home occupations, please review [Section B \(Home Occupations – How can I run a business from my home?\)](#).

If you are proposing to develop a new business in a commercial zoning district and it will involve new construction, at a minimum a **site development plan** will be required. If you propose a new business within an existing building, a **site development plan** may be required especially if the new business differs from the previous business that occupied the building or involves modifications to the building exterior or site. Additional review processes may be required depending on the nature of the business. Planning Department Staff can assist you with these review processes.

The County Department of Planning serves as the planning and zoning staff for the Town of Boyce. Upon request by Boyce Town staff, County Planning Staff will review a Town business license application for compliance with zoning requirements. If you have questions about Boyce zoning regulations, please contact the Clarke County Department of Planning.

For proposed businesses in the Town of Berryville, please consult the Town's planning and zoning staff for information on compliance with the Town of Berryville's zoning regulations.

3. Determining whether you will need a building permit for your business building or space.

Whether you are constructing a new business building or making minor modifications to the interior of an existing business building, a **building permit** issued by the County Building Department may be required. The County Building Department provides building code permitting and regulatory services for properties in the County and in the Towns of Berryville and Boyce. Please contact Building Department Staff at the contact information listed above to determine whether building permitting will be required for your business.