

STARTING A NEW BUSINESS IN



A STEP-BY-STEP GUIDE

Welcome to the Cape Charles Business Community! Cape Charles Main Street and the Town of Cape Charles have developed this guide as a check list to help streamline the process of getting a business up and running. ***If you plan to remodel a building in our historic commercial district, please contact the Northampton County Commission of Revenue and Town of Cape Charles Treasurer before you start!*** This step is imperative in order to take advantage of available tax credits. Contact information can be found on the back of this document. Once this is done, please proceed in this order with the Town of Cape Charles –

1. Zoning and Planning

2. Building Department/ Code Enforcement

3. Treasurer's Office

» Bring this checklist along as you move through the process. Each department will check for the signature of the previous before assisting you.



» STEP 1 PLANNING AND ZONING

The Zoning Department will be your first step within the Town of Cape Charles. There you will be informed whether your chosen business location is in the correct zoning district. You will be directed to the various boards, commissions and councils with whom you may need to make applications.

The following checklist will help ensure you have completed all needed steps before moving on.

- Go to CapeCharles.org Town Code and read the zoning ordinances found there
- Necessary board/council approvals – check those that apply
 - Board of Zoning Appeals
 - Harbor Area Review Board
 - Historic District Review Board
 - Planning Commission
 - Town Council

SIGNATURE OF ZONING PERSONNEL

DATE

» STEP 2 BUILDING DEPARTMENT/CODE ENFORCEMENT

Once you have the go-ahead from Zoning, the next step is to speak with the Code Enforcement/Building Department. Here you will be advised as to the permits required for your particular business as well as if you need to make sewer and/or water connections. If you are developing a piece of land, you will need to submit a site plan. Some rehab or adaptive uses may also require a site plan.

The following checklist will help ensure you have completed all needed steps before moving on.

- Site plan submitted for approval process
- Virginia Department of Health if food or beverage service is in the business plan
- Virginia Department of Transportation if sidewalk or right of way is impacted
- Water & sewer hook up
- Permit Approvals
 - Electrical
 - Mechanical
 - Plumbing
 - Building
 - Certificate of Occupancy granted
- Annual rental property inspections (for vacation rentals in the historic district)

SIGNATURE OF CODE ENFORCEMENT OFFICIAL

DATE

OTHER RESOURCES

Please visit [Virginia.gov/services/business](https://www.virginia.gov/services/business) to review the licenses and permits that may be required for your business.

Northampton County

16404 Courthouse Rd. | Eastville, VA
757-678-0440 | [co.northampton.va.us](https://www.co.northampton.va.us)

Commissioner of the Revenue

Charlene Gray
757-678-0446 ext. 506
cgray@co.northampton.va.us

Virginia Department of Health

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

Virginia Department of Transportation

<https://www.virginiadot.org>

Town of Cape Charles

2 Plum St. | Cape Charles, VA
757-331-3259 | <https://www.capecharles.org>

Town Manager | John Hozey

Planning and Zoning

Zoning Administrator – Katie Nunez
planner@capecharles.org

Building /Code Enforcement

Code Official – Jeb Brady
codeofficial@capecharles.org

Treasurer

Deborah Pocock
treasurer@capecharles.org

» PLEASE VISIT

[CapeCharlesMainStreet.com/business-resources](https://www.CapeCharlesMainStreet.com/business-resources) to get more information.

» STEP 3

TREASURER

The office of the Treasurer will be the final stop on your way to opening a business here in Cape Charles. Bring this checklist with the sign-offs from Zoning and Code Enforcement Departments along with any paperwork they may have provided you. This is where you will be granted your Business License and learn about applicable taxes. To learn more about that please visit [Virginia.gov](https://www.virginia.gov).

The following checklist will ensure you have completed all needed steps before you open for business.

- Business Licenses (including Peddler's License)
 - Applicable taxes
 - Real Estate
 - Personal Property
 - Transient Occupancy Tax (TOT)
 - Meals Tax
 - Admissions Tax
 - Short-Term (personal property) Rental Tax

SIGNATURE OF THE TREASURER

DATE

PLEASE VISIT

[Virginia.gov](https://www.virginia.gov) to review the licenses and permits that may be required for your business and Northampton County Commissioner of Revenue for tax information.