



Starting a Business in the Town of Edinburg

Obtain Zoning Approval from the Town: Most businesses are permitted in the Commercial District with some requiring Special Use Permits. Select Commercial Uses may also be permitted in some Residential Districts as well as Home Occupations with Special Use Permit approval. The Town also has a limited Industrial District. A Zoning Permit will also be required for any Business Sign and there may be Off-Street Parking requirements that will need to be worked out in certain locations.

Submit Application for Business License: This should be done in person at the Town Hall located at 101 Town Hall Avenue. Additional information (540) 984-8521 Business Licenses are in addition to certain applicants needing to meet State licensing requirements. All County & State regulations must be met before a Town Business License is valid.

Pay for Business License: The Town Treasurer will assist Applicant with determining the appropriate License Fee. New Businesses will need to estimate first year gross amount for this purpose.

Receive and Post Business License: All businesses must display their current year license at their place of business.

Submit Registration for Business Computer/Equipment and Inventory: All individuals, persons, firms, or corporations engaged in business within the Town are required to file a Business Equipment Return of Tangible Personal Property 762B with Shenandoah County. Businesses will be required to provide the start date as well as the type of entity they will be operating their business as, such as a Corporation, Individual, Sole Proprietorship, etc., to the Shenandoah County Commissioner of Revenue's office. Additional information (540) 459-6170.

Obtain a Sales and Use Tax ID Number and obtain Town Meals Tax Returns if the type of business requires such: All applicants engaged in retail sales are required to register with the Virginia Department of Taxation to obtain a Sales & Use Tax ID Number. The Edinburg Town Treasurer will assist applicants engaged in the restaurant/food industries where it is required to collect Meals Tax in addition to State Sales Tax.

Renew Town Business License Annually: Business License renewal must be paid on or before March 1 of each year as long as a business is in operation within the Town.

All Businesses must file 762B with Shenandoah County Annually: All businesses within the Town must file the Business Tangible Personal Property Return with the Shenandoah County Commissioner of Revenue's office every year they are in operation.

Report any Changes Including the Closing of a Business: The Town requests that they be kept informed of changes such as ownership, mailing address and any other change in the operation of a business that might affect the licensing of a that business.