

DOING BUSINESS IN PRINCE WILLIAM COUNTY

A Guide to Business Requirements and Resources

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DOING BUSINESS IN PRINCE WILLIAM COUNTY

A Guide to Business Requirements and Resources

Doing Business in Prince William County — A Guide to Business Requirements and Resources, was compiled and published to provide businesses with information on local, state and federal business requirements, services and community resources available to support their needs. An overview of the County's Commercial Development process is also included.

The information in this publication was updated the summer of 2009. Every effort was made to assure that the information included was correct at the time of publication.

The Prince William County Department of Economic Development recognizes that errors and omissions may occur. If you are aware of any such errors or omissions in this publication, or if you have any additions or comments, please contact the Department of Economic Development at (703) 792-5500 or econdev@pwcgov.org. You may also fax the additions/corrections page found at the end of this publication.

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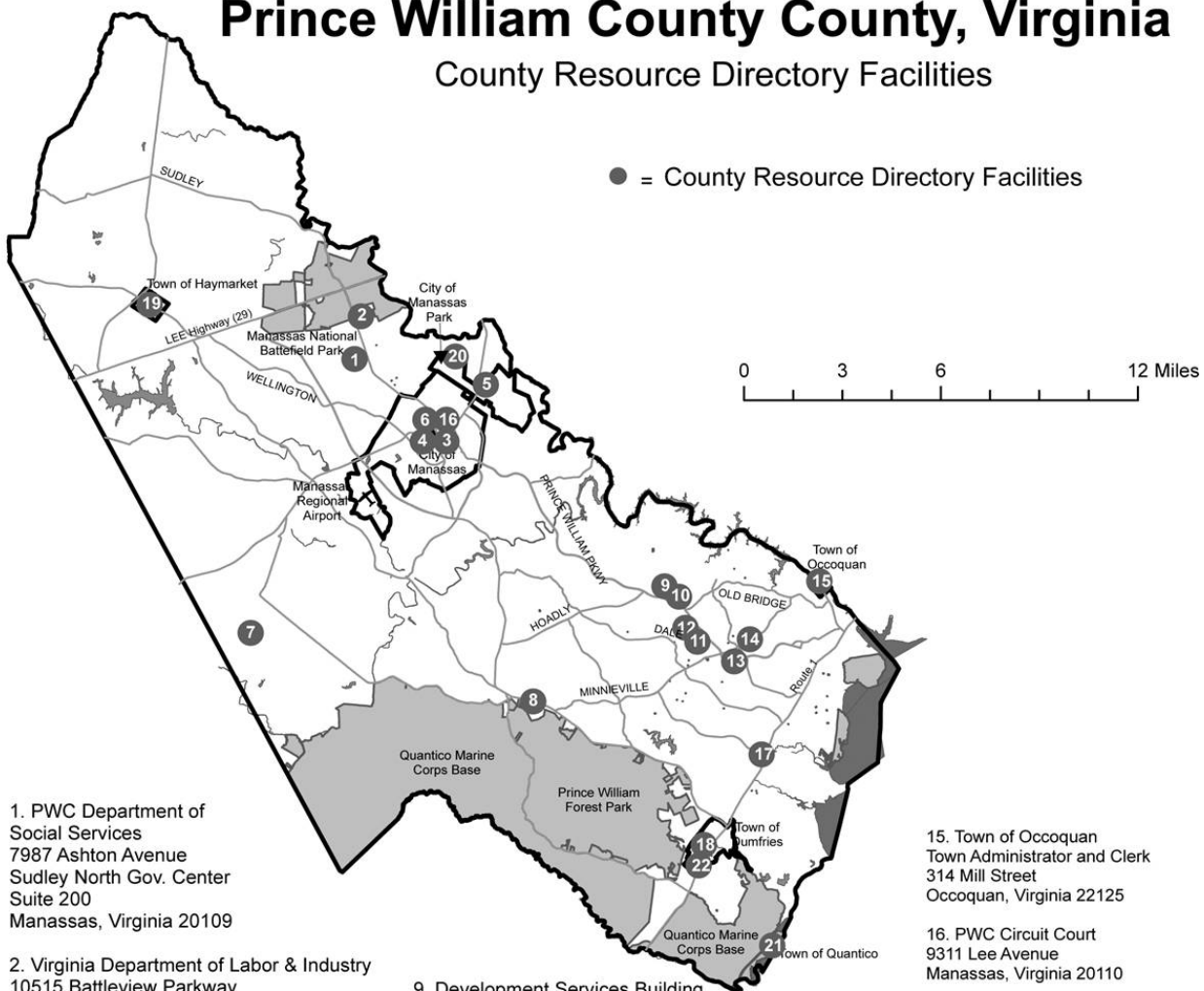
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Prince William County, Virginia

County Resource Directory Facilities

● = County Resource Directory Facilities



1. PWC Department of Social Services
7987 Ashton Avenue
Sudley North Gov. Center
Suite 200
Manassas, Virginia 20109

2. Virginia Department of Labor & Industry
10515 Battleview Parkway
Manassas, Virginia 20109

3. City of Manassas Commission of Revenue
9027 Center Street, Room 103
Manassas, Virginia 20110

4. PWC Police Department
9319 Mosby Street
Manassas, Virginia 20110

5. PWC Health District
8470 Kao Circle
Manassas, Virginia 20110

6. PWC Fire Marshal's Office
9250 Lee Avenue
Manassas, Virginia 20110

7. PWC Public Safety Academy
Dept. of Fire and Rescue
13101 Public Safety Drive

8. PWC Solid Waste Division
Landfill Office
148811 Dumfries Road
Manassas, Virginia 20110

9. Development Services Building
PWC Planning Office
PWC Tax Payer Services
PWC Dept. of Public Works
5 County Complex Court
Woodbridge, Virginia 22192

10. PWC Service Authority
1 County Complex Court
Woodbridge, Virginia 22192

11. PWC Division of Environmental Services
4379 Ridgewood Center Drive
Prince William, Virginia 22192

12. PWC Division of Waste Disposal
4391 Ridgewood Center Drive
Prince William, Virginia 22192

13. Virginia Department of Environmental Quality
Northern Virginia Office
13901 Crown Court
Woodbridge, Virginia 22193

14. Virginia Employment Commission
13370 Minnieville Road
Woodbridge, Virginia 22192

15. Town of Occoquan
Town Administrator and Clerk
314 Mill Street
Occoquan, Virginia 22125

16. PWC Circuit Court
9311 Lee Avenue
Manassas, Virginia 20110

17. PWC Department of Social Services
15941 Donald Curtis Drive
Ferlazzo Building
Woodbridge, Virginia 22191

18. Town of Dumfries
Department of Public Works
17755 Main Street
Dumfries, Virginia 22026

19. Town of Haymarket
Town Clerk
15016 Washington Street
Haymarket, Virginia 20168

20. City of Manassas Park
Commission of Revenue
One Park Center Court
Manassas Park, Virginia 20111

21. Town of Quantico
Town Treasurer
415 Broadway Street
Quantico, Virginia 22134

22. US Army Corps of Engineers
18139 Triangle Plaza, Suite
Dumfries, Virginia 22026

QUICK TELEPHONE REFERENCE GUIDE

- ◆ LICENSES
- ◆ PERMITS
- ◆ REGULATION
- ◆ TAX REQUIREMENTS

Prince William County – Licenses, Permits and Regulations

<i>Licenses, Permits & Regulations</i>	<i>Who Must Comply</i>	<i>Whom to Contact</i>	<i>Page</i>
ALTERATION AND REPAIR PERMIT	Businesses altering all or part of a structure	Department of Development Services Building Development Division (703) 792-6924	32
BACKGROUND CHECK	Adult business owners Itinerant merchants Massage establishment owners Pawnshop owners Peddlers Solicitors Taxi owners Towing services	Prince William County Police Department (703) 792-6562	32
BLASTING PERMIT	Anyone storing, selling, transporting, using or disposing of explosives or blasting agents	Department of Fire and Rescue Fire Marshal's Office (703) 792-6360	32
BUILDING PERMIT	Those erecting or modifying building structures	Department of Development Services Building Development Division (703) 792-6924	33
BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSES (BPOL)	Businesses with expected gross receipts in excess of \$100,000 (includes commercial businesses and self-employed)	Finance Department Taxpayer Services (703) 792-6710	33
CERTIFICATE OF OCCUPANCY	Any business planning to move into a building used for commercial purposes	Department of Development Services Building Development Division (703) 792-4040 or (703) 792-6924	34
CHILD CARE BUSINESS AND FACILITY LICENSES AND PERMIT	Child care business	Department of Social Services (703) 792-4300 or (703) 792-7500	34
CITY AND TOWN LICENSE REQUIREMENTS	Businesses located in the towns of Dumfries, Haymarket, Occoquan, Quantico and the cities of Manassas and Manassas Park	Town of Dumfries Treasurer's Office (703) 221-3400 Ext. 110	36
		Town of Haymarket Town Clerk (703) 753-2600	36
		Town of Occoquan Town Administrator and Clerk (703) 491-1918	36
		Town of Quantico Town Treasurer (703) 640-7411	36
		City of Manassas Commissioner of the Revenue (703) 257-8222	36
		City of Manassas Park Commissioner of the Revenue (703) 335-8825	36
COMMERCIAL DEVELOPMENT PROCESS OVERVIEW	Business moving into a commercial building or businesses building a commercial building	Department of Development Services Building Development Division (703) 792-4040 Planning Office (703) 792-8154	9

Prince William County – Licenses, Permits and Regulations (continued)

<i>Licenses, Permits & Regulations</i>	<i>Who Must Comply</i>	<i>Whom to Contact</i>	<i>Page</i>
COMMERCIAL WASTE DISPOSAL PERMITS	Business generating more demolition and construction debris than can be carried by a passenger pick-up truck	Department of Public Works Solid Waste Division Landfill Office (703) 792-5750	36
COMMERCIAL WASTE COLLECTION	Business seeking a list of waste removal companies	Department of Public Works Waste Disposal Division (703) 792-6254	36
CONTRACTOR LICENSES	Contractor engaged in improvements, repairs and additions to new and existing structures	Department of Development Services Building Development Division (703) 792-6924	37
EQUAL ACCESSIBILITY (AMERICANS WITH DISABILITIES ACT)	All businesses	Department of Development Services Building Development Division (703) 792-6924	37
	Training in the Americans Disabilities Act	Human Rights Commission (703) 792-4680	38
FIRE INSPECTIONS/PERMIT	Businesses planning new construction or modification of existing buildings	Department of Fire and Rescue Fire Marshal's Office (703) 792-6360	38
FLOOD HAZARD USE PERMIT	Any business impacting a flood zone	Department of Public Works Environmental Services Division, Watershed Management Branch (703) 792-7070	38
FLOOD PLAINS	Businesses that have a 100-year old flood plain on their site	Department of Public Works Environmental Services Division Watershed Management Branch (703) 792-7070	38
FOOD SERVICE PERMITS	All businesses serving food	Prince William County Health District Division of Environmental Health (703) 792-6310	38
FRAMING AND ROUGH-IN PERMIT	Businesses wishing to make alterations to specific components of a building	Department of Development Services Building Development Division (703) 792-6924	39
HAZARDOUS WASTE	Businesses that use, store or retail combustible, flammable or other hazardous materials	Department of Fire and Rescue Fire Marshal's Office (703) 792-6360	40
	Businesses seeking a list of companies that dispose of commercially generated hazardous materials	Department of Public Works Solid Waste Division, Landfill Office (703) 792-5750	40
HEALTH RELATED PERMIT	Businesses needing health permits	Prince William County Health District (703) 792-6310	40
HOME OCCUPANCY PERMIT	All home-based businesses (including home day care and rural businesses)	Planning Office Zoning Division (703) 792-8154	41
MECHANICAL INSTALLATION PERMIT	Any businesses installing mechanical components in a building	Department of Development Services Building Development Division (703) 792-6924	42

Prince William County – Licenses, Permits and Regulations (continued)

<i>Licenses, Permits & Regulations</i>	<i>Who Must Comply</i>	<i>Whom to Contact</i>	<i>Page</i>
PLUMBING INSTALLATION PERMIT	Any business installing plumbing equipment in a building used for commercial purposes	Department of Development Services Building Development Division (703) 792-6924	42
RECYCLING	All owners and manager of commercial properties	Department of Public Works Solid Waste Division, Recycling Program Manager (703) 792-4670	42
SOLE PROPRIETORSHIP	Businesses operating sole proprietorships where gross receipts exceed \$100,000 in the license year	Finance Department Taxpayer Services (703) 792-6710	43
SPECIAL USE PERMIT	Businesses planning to use land in a way that may cause conflict with neighbors	Planning Office Zoning Division (703) 792-8154	43
TELEPHONE, ELECTRIC AND GAS INSTALLATION PERMITS	Anyone installing these utilities	Planning Office Zoning Division (703) 792-8154	44
TRADE NAME REGISTRATION (FICTITIOUS NAME)	Anyone conducting business under a trade name other than his/her own name	Clerk of the Prince William Circuit Court, Public Service Division (703) 792-6045	44
WASTEWATER DISCHARGE PERMIT	Businesses wishing to discharge water	Various Agencies	44
	Businesses located in Western Prince William County	Upper Occoquan Sewage Authority (703) 830-2200 Ext. 432	44
	Businesses located in Eastern Prince William County	Prince William County Service Authority (703) 335-7900	45
	Businesses located in Dale City	Virginia Department of Environmental Quality (703) 583-3800	45
WETLANDS AND WATERWAYS	Businesses that affect wetlands, navigable waters or non-tidal waters	Department of Public Works Environmental Services Division Watershed Management Branch (703) 792-7070	45
ZONING	All businesses	Planning Office Zoning Division (703) 792-8154	47

Virginia – Licenses, Permits and Regulations

<i>Licenses, Permits & Regulations</i>	<i>Who Must Comply</i>	<i>Whom to Contact</i>	<i>Page</i>
AIR POLLUTION CONTROL	All Businesses Northern Virginia Regional Office	Department of Environmental Quality Air Division (703) 583-3845	47
ALCOHOLIC BEVERAGES LICENSE	All retail outlets selling or serving alcoholic beverages	Alcoholic Beverage Control Board (703) 313-4432	47
CERTIFICATE OF AUTHORITY FOR FIRMS INCORPORATED OUTSIDE OF VIRGINIA	Corporations doing business in Virginia but incorporated outside of the Commonwealth of Virginia	State Corporation Commission Clerk's Office (804) 371-9733 or 1-866-722-2551	48

Virginia – Licenses, Permits and Regulations (continued)

<i>Licenses, Permits & Regulations</i>	<i>Who Must Comply</i>	<i>Whom to Contact</i>	<i>Page</i>
CHILD CARE LICENSE	Anyone providing child care for six or more children	Department of Social Services Division of Licensing (540) 347-6345 or (877) 769-6350	48
EMPLOYMENT PUBLIC NOTICE REQUIREMENTS	Employers operating in Virginia	Department of Labor and Industry Northern Virginia Region (703) 392-0900	48
FLOOD PLAINS	Anyone planning construction on a flood plain	Department of Conservation and Recreation Storm Water Management Program (804) 786-1712	49
FRANCHISE REGISTRATION	Franchised businesses	Virginia State Corporation Commission (804) 371-9051	49
HAZARDOUS WASTE	Businesses that use, store or retail combustible, flammable or other hazardous materials	Department of Environmental Quality (703) 583-3800	49
INCORPORATION	Companies choosing to incorporate in Virginia	State Corporation Commission Clerk's Office (804) 371-9733 or 1-866-722-2551	50
LABOR REGULATIONS	Companies with employees	Department of Labor and Industry Northern Virginia Region (703) 392-0900	50
OCCUPATIONS AND BUSINESS LICENSING	Businesses and occupations that require Virginia state licensing	Various State Agencies	52
PARTNERSHIPS	Those establishing a business partnership in Virginia	State Corporation Commission (804) 371-9733	53
SPECIAL STATE PERMITS	Producers and first handlers of certain goods and services	Department of Agriculture and Consumer Services (804) 786-2373	54
TRADEMARK REGISTRATION	Any entity that owns and uses a trademark in commerce	Virginia State Corporation Commission Securities and Retail Franchising (804) 371-9051	54
VIRGINIA BUSINESS PORTAL	Online library of information & resource links for businesses & entrepreneurs	Virginia Business Information Center (866) 248-8814	55
WETLANDS AND WATERWAYS VIRGINIA	Businesses operating near waterways and wetlands in Prince William County	Department of Environmental Quality Northern Virginia Office (703) 583-3800	55

Federal – Licenses, Permits and Regulations

<i>Licenses, Permits & Regulations</i>	<i>Who Must Comply</i>	<i>Whom to Contact</i>	<i>Page</i>
EMPLOYMENT ELIGIBILITY	All employers	US Department of Homeland Security US Citizen and Immigration Services Employer Hot Line: (800) 357-2099	56
EMPLOYER IDENTIFICATION NUMBER	All businesses	US Internal Revenue Service (800) 829-4933	56
EMPLOYMENT PUBLIC NOTICE REQUIREMENTS	All employers	Refer to Federal Licenses, Permits and Regulations Section	56

Federal – Licenses, Permits and Regulations (continued)

<i>Licenses, Permits & Regulations</i>	<i>Who Must Comply</i>	<i>Whom to Contact</i>	<i>Page</i>
FLOOD PLAINS	Any business building on a flood plain	Federal Emergency Management Agency Contact – Prince William County Department of Public Works Environmental Services Division Watershed Management Branch (703) 792-7070	58
OCCUPATION AND BUSINESS LICENSES	Certain Federally regulated businesses	Various Government Agencies	59
WETLANDS AND WATERWAYS	All businesses operating near waterways	US Army Corps of Engineers Environmental Scientist for Prince William County (703) 221-9736	59

Prince William County – Tax Requirements

<i>Business Taxes</i>	<i>Who Must Pay</i>	<i>Whom to Contact</i>	<i>Page</i>
BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE TAX (BPOL)	All commercial businesses and individuals engaging In-home occupations or self-employment whose gross receipts exceed \$100,000	Prince William County Department of Finance Taxpayer services (703) 792-6710	61
	City or Town BPOL Requirements	Town of Dumfries Treasurer's Office (703) 221-3400 Ext. 110	62
		Town of Haymarket Town Clerk (703) 753-2600	62
		City of Manassas Commissioner of the Revenue (703) 257-8222	62
		City of Manassas Park Commissioner of the Revenue (703) 335-8825	62
		Town of Occoquan Town Treasurer (703) 491-1918	62
		Town of Quantico Town Treasurer (703) 640-7411	62
DAILY RENTAL TAX	Companies in the short-term rental business (i.e. videos, bowling shoes, golf carts, etc.)	Prince William County Department of Finance Taxpayer Services (703) 792-6710	62
PERSONAL PROPERTY TAXES	All Prince William County businesses	Department of Finance Taxpayer Services (703) 792-6710	62
REAL ESTATE TAXES	Owners of business real estate	Department of Finance Taxpayer Services (703) 792-6710	63

Prince William County – Tax Requirements (continued)

<i>Business Taxes</i>	<i>Who Must Pay</i>	<i>Whom to Contact</i>	<i>Page</i>
TELEPHONE AND UTILITY TAXES	All Prince William County businesses	Department of Finance Taxpayer Services (703) 792-6710	63
TRANSIENT OCCUPANCY TAX	Hotels and motels	Department of Finance Taxpayer Services (703) 792-6710	63

Virginia – Tax Requirements

<i>Business Taxes</i>	<i>Who Must Pay</i>	<i>Whom to Contact</i>	<i>Page</i>
ANNUAL CORPORATE REGISTRATION FEE	Incorporated in-state or out-of-state stock companies	State Corporation Commission Clerk's Office (804) 371-9733	64
CORPORATE INCOME TAX	All corporations registered with the State Corporation	Department of Taxation Office of Customer Services Commission (804) 367-8037	64
INCOME TAX WITHHOLDING	All businesses with employees	Department of Taxation Office of Customer Services (804) 367-8037	64
INTANGIBLE PROPERTY TAXES	All businesses	Department of Taxation Office of Customer Services (804) 367-8037	64
PARTNERSHIPS	Companies organized as partnerships	Department of Taxation Office of Customer Services (804) 367-8037	65
SALES AND USE TAX	Businesses involved in the sales, leases and rentals of tangible personal property that occur in Virginia	Department of Taxation Office of Customer Services (804) 367-8037	65
SOLE PROPRIETORSHIPS	Businesses operating as sole proprietorships	Department of Taxation Office of Customer Services (804) 367-8037	66
STATE BUSINESS TAXES (IMPOSED IN LIEU OF CORPORATE INCOME TAXES)	Public service corporations Insurance companies State and national banks S corporations	Department of Taxation Office of Customer Services (804) 367-8037	66
TAX CREDITS	Businesses that pay Corporate income tax	Department of Taxation Office of Customer Services (804) 367-8037	66

Federal – Tax Requirements

<i>Business Taxes</i>	<i>Who Must Pay</i>	<i>Whom to Contact</i>	<i>Page</i>
INCOME TAX WITHHOLDING	All employers	Internal Revenue Service (800) TAX-FORM or (800) 829-3676	67
BUSINESS TAX QUESTIONS		Internal Revenue Service (800) 829-4933	67
INDIVIDUAL TAX QUESTIONS		Internal Revenue Service (800) 828-1040	67

COMMERCIAL DEVELOPMENT PROCESS OVERVIEW

- ◆ **MOVING INTO AN EXISTING BUILDING**
- ◆ **CONSTRUCTING A BUILDING**

PRINCE WILLIAM COUNTY

Commercial Development Process Overview

Prince William County has implemented a Project Facilitation Program, in which a Process Facilitator is assigned to a project to help ensure that services are comprehensive and seamless from the customer perspective. Business owners are strongly encouraged to avail themselves of this service. There is no additional cost associated with this program.

FOR MORE INFORMATION ABOUT THE PROJECT FACILITATION PROGRAM

PLEASE E-MAIL: ProjectFacilitation@pwcgov.org.

Part I of this section provides a process overview and general requirements for companies moving into part or all of an existing commercial building in Prince William County. Part II provides a process overview and general requirements for companies constructing a commercial building in the County.

I: Moving into an Existing Building

Companies must have a business license before moving into a building zoned for business use (refer to “Business, Professional and Occupation Licenses” in this publication for more information). Companies will also need to provide evidence of the registered business name of the company (refer to “Trade Name Registration” in this publication for more information).

A. Determine the current status of the site, building and tenant space.

The requirements for moving a business into a commercial space are based on the current site, building and tenant space status. Before purchasing or leasing existing space, you should verify the current status for each. For those leasing space in a building, this information should be available from the landlord or building owner. The information should also be made available by the seller of a building prior to a purchase contract. The following documents and information are required:

1. **Zoning** – Confirm the existing zoning, and determine if the proposed business use is permitted at the facility in accordance with the Prince William County Zoning Ordinance. You may use the Prince William County Web site’s “County Mapper” feature to determine the zoning. Appendix B in this publication provides a general overview of zoning uses.

YOU MAY CONTACT THE PLANNING OFFICE – ZONING DIVISION TO OBTAIN AN OCCUPANCY PERMIT APPROVAL:

Prince William County Planning Office
Zoning Division
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-8154
Fax: (703) 792-4758

2. **Apply for a Special Use Permit** – If Applicable – A “special use” is a land use that has the potential for creating conflicts with uses on adjacent properties. The Board of County Supervisors approves or denies Special Use Permits in a manner similar to rezoning. Such approval may be subject to conditions that limit the use or mitigate potential negative impacts associated with the use. Special uses are only permitted within each zoning district as established by the Zoning Ordinance. Special Use Permit

applications may be processed at the same time as applications requesting proffer amendments or they may be processed as a separate application.

Consult the documents listed below when submitting a *Special Use Permit* Application. They may be downloaded from the County Web site by searching for "Special Use Permit" at www.pwcgov.org.

- Pre-submission Package
- Reference Manual (describing the process)
- Special Use Permits Fees
- Special User Permit Application

**FOR FURTHER INFORMATION AND TO SCHEDULE A SUP
PRE-APPLICATION MEETING, CONTACT:**

Prince William County Planning Office
Long Range Planning Division
5 County Complex Court
Prince William Virginia 22192-9201
Telephone: (703) 792-6830
Fax: (703) 792-4107

3. **Certificate of Occupancy** – The Certificate of Occupancy or Occupancy Permit is the legal document issued by the Prince William County Building Official to indicate that a building is safe to occupy. It is issued at the time a building or tenant space is completed, the final inspections have been approved and all final fees have been paid. The Occupancy Permit contains the Business/Tenant name, the use group, type of construction, the occupant load and the live load of the building and an indication whether or not a fire suppression system has been installed.

Prior to leasing a space, obtain a copy of the previous tenant's Occupancy Permit from the owner or property manager. Verify the tenant history and determine if the structure is suitable. Applicants are instructed to verify conditions of occupancy approval *before* signing a lease. Contact the Building Development Division for complete information regarding these condition requirements at 703-792-4040.

In the absence of an Occupancy Permit, obtain a copy of the Occupancy Load Card for the structure. Business licenses are *not* evidence of Building Code Compliance. The building owner or property manager should have information regarding the previous tenant's occupancy status. The Occupancy Permit history must be validated prior to the issuance of a new Occupancy Permit. Without validation, a Tenant Layout Plan Review or code evaluation by a licensed professional architect may be required.

The "Building Code Use Group" is provided in the original *Certificate of Occupancy*. To determine whether the "Use Group" originally approved for the building is the same as the "Use Group" of the business buying or leasing the building or space, contact:

Prince William County Department of Development Services
Building Development Division
Building Construction Services Branch
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-4040 Fax: (703) 792-7054

Additionally, information on starting a new business in the County can be found on the Prince William County Web site at www.pwcgov.org.

B. Steps to Moving into an Existing Building with No Building Modifications, and Zoning and Use Group to Remain the Same.

1. **This type of project may be eligible for a Level 1 Joint Occupancy Evaluation (JOE).** Download a copy of *Building Development Policy/ Commercial 2.4, Joint Occupancy Evaluation Program* and *Joint Occupancy Evaluation Permit Application* from www.pwcgov.org. Complete the *Joint Occupancy Evaluation (JOE) Permit Application Form*. Please note the following:
 - All the information requested is required to determine eligibility for the program. Incomplete forms may not be processed.
 - Illegible applications will not be processed.
 - To request research assistance, contact the Building Construction Services Staff at 703-792-4040.
2. **Bring the completed JOE Permit Application** form to the Development Services Building Early Assistance Desk. Applicant will receive a Q-Matic ticket for routing.
3. **Applicant will be routed to Geographic Information Systems (GIS)** to obtain address verification.
4. **Applicant will then be routed to the Planning Office** – Zoning Division to obtain Zoning Approval and pay applicable Zoning fees.
5. **Applicant will be routed to Building Development Permitting Services** Counter, to submit the JOE Permit application with a copy of the Zoning approval and to pay the appropriate fees.
6. **Staff will conduct an administrative record evaluation.** If an Occupancy Permit was previously issued and the proposed occupancy classification is consistent with that Occupancy Permit, Building Development Permitting Services staff will issue a letter to the applicant acknowledging that a new Occupancy Permit is not required and a safety inspection will not be required.

If the applicant requests a new Occupancy Permit issued with the applicant's business information listed:

- The Virginia Uniform Statewide Building Code (VUSBC) mandates that a safety inspection be conducted.
- Building Code Enforcement (BCE) staff will contact the applicant to schedule the inspection that will be conducted by BCE and Fire Marshal's Office (FMO) staff. The applicant must be sure to coordinate the inspector's access to the structure. The applicant must pay all the applicable fees prior to scheduling the inspection.

If no safety violations are discovered during the inspection:

- The applicant will be notified to visit the Development Services Building to obtain the occupancy permit and pay any applicable fees.
- Applicant must provide a copy of the new Occupancy Permit to the owner or property manager.

- The building owner or property manager should keep this information on file regarding all tenant occupancies.

If safety violations are discovered during the inspection:

- Additional permits and final inspections may be required to correct the violations.
- Work needed to correct any discovered safety violations may require additional permits and final inspections for the new work prior to the JOE final inspection approval.
- If the scope of corrective work necessitates the enlistment of a Virginia Registered Design Professional, or other consultants, the project may become ineligible to participate in the JOE program and will be required to be submitted through the Tenant Layout (TLO) process. See section entitled *"Moving into an Existing Building and Making Building Modifications, but No Change in Use Group or Zoning."*

FOR FURTHER INFORMATION REGARDING THE JOINT OCCUPANCY EVALUATION (JOE) PROGRAM, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services Branch
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-4040
Fax: (703) 792-7054

C. Steps to Moving into an Existing Building with Change to the Use Group, Zoning Remains the Same, and no building modifications are planned.

This portion of the Joint Occupancy Evaluation (JOE) program is limited to certain Use Groups where in general, the change of use groups represents a reduction of the overall hazard or life safety risk. The complexity of the change of use may still require a full tenant layout plan.

1. **This type of project may be eligible for a Level 2 Joint Occupancy Evaluation (JOE).** Download a copy of Building Development Policy/Commercial 2.4, Joint Occupancy Evaluation Program and Joint Occupancy Evaluation Permit Application from www.pwcgov.org. Complete the Joint Occupancy Evaluation (JOE) Permit Application Form Please note the following:
 - All the information requested is required to determine eligibility for the program.
 - Incomplete forms may not be processed.
 - Illegible applications will not be processed.
 - To request research assistance, contact the Building Construction Services Staff at 703-792-4040.
2. **Bring the completed JOE Permit Application** form to the Development Services Building Early Assistance Desk. Applicant will receive a Q-Matic ticket for routing.

3. **Applicant will be routed to Geographic Information Systems (GIS)** to obtain address verification.
4. **Applicant will then be routed to the Planning Office** – Zoning Division to obtain Zoning Approval and pay applicable Zoning fees.
5. **Applicant will be routed to Building Development** Permitting Services Counter, to submit the JOE Permit application with a copy of the Zoning approval and to pay the appropriate fees.
6. **Staff will review all documentation**, confirm the project is eligible for the JOE program, and contact the applicant to schedule an appointment for the Building Code Enforcement (BCE) and Fire Marshal's Office (FMO) staff to conduct a Joint Occupancy Evaluation (JOE) safety inspection. The applicant must be sure to coordinate the inspector's access to the structure.

Work needed to correct any discovered safety violations may require additional permits and final inspections for the new work prior to JOE final inspection approval.

If the scope of the corrective work is extensive and exceeds that of a typical safety inspection, a Virginia Registered Design Professional (VRDP), Licensed Contractor, or Master Tradesman may be required to perform a complete safety inspection.

- A report with recommendations for review and approval must be submitted prior to commencement of work.
- The project may become ineligible to participate in the JOE program and will be required to be submitted through the Tenant Layout (TLO) process (see Section on Moving into an Existing Building and Making Building Modifications, for the steps.)

In addition to Code Enforcement inspection, approval may be required by other agencies *prior* to issuance of a Certificate of Occupancy.

All food service establishments must have Health Department approval.

Occupancies using individual wells and/or septic systems must have Health Department approval.

Once the Joint Occupancy Evaluation inspections have been approved, contact the Department of Health at (703) 792-6310 to schedule an inspection.

All occupancies using public water and sewer must have work completed and obtain approval from either Dale Service Corporation (approval for businesses located in the Neabsco Creek sewer service area including all of Dale City) or Prince William County Service Authority approval (all other PWC locations).

FOR FURTHER INFORMATION CONTACT:

Prince William County Service Authority
4 County Complex Court
Prince William, VA. 22192
(703) 335-7930

Dale Service Corporation
5665 Mapledale Plaza
Dale City, VA. 22193
(703) 590-4495

7. **Occupancy Permit Issuance** - When Building Code Enforcement and the Fire Marshal have approved the JOE inspection (and other agencies, where applicable, have granted approval,) the Occupancy Permit may be picked up at Building Development Permitting Services Counter.
8. **Provide a copy of the new Occupancy Permit** to the owner or property manager. The building owner or property manager should keep this information on file regarding all tenant occupancies.

FOR FURTHER INFORMATION REGARDING BUILDING USE GROUPS OR THE JOINT OCCUPANCY EVALUATION PROGRAM, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services Branch
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-4040
Fax: (703) 792-7054

D. Steps to Moving into an Existing Building with Change to Zoning, but Use Group Remains the Same

Prince William County has implemented a Project Facilitation program, in which a Process Facilitator is assigned to a project to help ensure that services are comprehensive and seamless from the customer perspective. Business owners are strongly encouraged to avail themselves of this service. There is no additional cost associated with this program. *For more information about the Project Facilitation Program please e-mail ProjectFacilitation@pwcgov.org.*

1. **Determine the original zoning** for the building (refer to "Zoning"). If the current zoning does not accommodate the proposed new business use, contact the Planning office to see if the site can possibly be rezoned or if the proffers may need to be amended. Proffers are voluntary offers by a landowner to provide public improvements that will mitigate the potentially unfavorable impacts of a proposed development.
2. **Obtain information and a rezoning application form** online at www.pwcgov.org.
3. **Schedule a pre-application meeting** with the Planning Office.
Prince William County Planning Office
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6830
Fax: (703) 792-4758

E. Moving into an Existing Building and Making Building Modifications, but No Change in Use Group or Zoning

Prince William County has implemented a Project Facilitation program, in which a Process Facilitator is assigned to a project to help ensure that services are comprehensive and seamless from the customer perspective. Business owners are strongly encouraged to avail themselves of this service. There is no additional cost associated with this program. *For more information about the Project Facilitation Program please e-mail ProjectFacilitation@pwcgov.org.*

New occupants intending to modify an existing space are required to progress through the tenant layout process. If an existing space has a valid *Certificate of Occupancy* and a new

occupant proposes renovations, that business must submit a Tenant Layout Plan for review and approval prior to commencement of construction work. Only those parts of the building/tenant space that are being renovated must be brought into compliance with the current Virginia Uniform Statewide Building Code. If the fire suppression system and/or fire alarm system are being installed or altered, the Fire Marshal's Office must review and approve the fire protection plans.

To obtain a *Tenant Layout, Alteration and Repair Commercial Plans Checklist*, go to www.pwcgov.org; and search by "Existing Building/Tenant Space, Tenant Layout Plans."

To obtain a Building Permit application, go to www.pwcgov.org; and search by "Building Permit Application."

In addition to the Tenant Layout Plan, a completed *Asbestos Release Form* and an *Accessibility for Disabled Certification Statement* must be submitted.

1. **Asbestos Release Form** – This form must be signed by the Building Owner or the Owner's agent.
2. **Accessibility for Disabled Certification Statement** – If a business is leasing only a part of an existing space, confirm with the landlord or building owner that the building meets the County's guidelines for accessibility. An "Accessibility for Disabled Certification Statement" must be submitted for the referenced tenant area. If leasing an entire building, then "Accessibility for Disabled Certification Statement" must be submitted for the entire building.
3. **Zoning Approval** – Determine whether the current zoning allows for the proposed use (see "Zoning"), and obtain an Occupancy Permit Approval from the Planning Office - Zoning Division.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Planning Office Zoning Division
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-8154
Fax: (703) 792-4758
URL: www.pwcgov.org

4. **Take the completed building permit application**, Occupancy Permit Approval, and construction documents, meeting the requirements of the pre-submission check list, to the Early Assistance Desk in the Development Services Building. When it has been reviewed, a comment letter will be sent outlining any concerns raised during the review. After resubmission by the applicant, review and approval, it is sent to the Building Development Permitting Services Counter where the Building Permit may be retrieved. The approximate time period for this process is one month.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services Branch
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-4040
Fax: (703) 792-7054

5. **Framing and Rough-In Permit** – The issuance of the *Framing and Rough-In Permit* occurs in conjunction with the permit application process for interior, non-structural construction. When the project is accepted by quality control, this permit authorizes the construction of interior framing of non-load bearing walls and rough-in of electrical, plumbing and mechanical work. The holder of the permit shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted. No inspections will be conducted until the final plans are approved. During the framing process no work shall be concealed.

When architectural or building plans have been designed by a registered design professional and accepted through the Quality Control Process, the *Framing and Rough-In Permit* may be issued for partial permits prior to inspections and final approval of building plans.

The Framing and Rough-In Permit is issued for specific components of the building. The policies and procedures for this permit can be found on the County Web site at www.pwcgov.org

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services Branch
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6924
Fax: (703) 792-4155

6. In addition to Building Development inspections, approval may be required of one or more of the following agencies prior to issuance of a Certificate of Occupancy. Contact each of the agencies to set up inspection of the building.

Fire Marshal – All non-residential buildings must be inspected by the Fire Marshal prior to occupancy. For information or to schedule a pre-occupancy inspection call (703) 792-6360.

Health Department – All occupancies using individual wells and/or septic systems as well as all food service establishments must have Health Department approval. Call (703) 792-6310 and use option 2.

Water Service – All occupancies using public water and sewer must have work completed and obtain approval from either Dale Service Corporation (approval for businesses located in the Neabsco Creek sewer service area including all of Dale City) or Prince William County Service Authority approval (all other PWC locations).

FOR FURTHER INFORMATION, CONTACT:

Prince William County Service Authority
4 County Complex Court
Prince William, VA. 22192
(703) 335-7930

Dale Service Corporation
5665 Mapledale Plaza
Dale City, VA. 22193
(703) 590-4495

7. **Obtain an Occupancy Permit** – A *Certificate of Occupancy or Occupancy Permit* is the legal document issued by the Prince William County Building Official. It is issued when a building or tenant space is completed, the final inspections have been approved, and all final fees have been paid. The Occupancy Permit indicates that a building is safe to occupy and contains the Business/Tenant name, the use group, type of construction, the occupant load and live load of the building, and indicates whether a fire suppression system has been installed.

When all the inspections have been approved, the owner takes all of the inspection approval slips (including the site inspection approval and a water meter final inspection approving water to be turned on) to the Department of Development Services Early Assistance Desk, where they will be routed to the Building Development Permitting Services Counter. In exchange for the approved slips, a Certificate of Occupancy is issued. Additional information is available at the County Web site at www.pwcgov.org.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services Branch
5 County Complex Court
Woodbridge, Virginia 22192
Telephone: (703) 792-6924
Fax: (703) 792-4155

II: Constructing a Building

Prince William County has implemented a Project Facilitation program, in which a Process Facilitator is assigned to a project to help ensure that services are comprehensive and seamless from the customer perspective. Business owners are strongly encouraged to avail themselves of this service. There is no additional cost for this program. *For more information about the Project Facilitation Program please e-mail ProjectFacilitation@pwcgov.org.*

Part II provides an overview of the process and general requirements for companies constructing a commercial building in Prince William County.

Site Plan – A site plan is a detailed engineered drawing prepared by a qualified, licensed professional showing the proposed improvements required in the development of a given parcel and demonstrates compliance with county, state and other laws. Considerations before you submit a site plan include:

Zoning – Confirm the zoning of the property, and determine if the proposed use is permitted on the site in accordance with the Prince William County Zoning Ordinance. Use the Prince William County Web site's "County Mapper" feature to determine the zoning of the property. If the site under consideration is not appropriately zoned to accommodate your type of business, obtain a Comprehensive Plan Amendment (CPA), Special Use Permit (SUP), Rezoning (REZ) and/or Proffer Amendments (PA) Application Package, as required.

If the site is appropriately zoned, A Certificate of Zoning Approval must be obtained from the Planning Office - Zoning Division.

FOR FURTHER INFORMATION, CONTACT:

County Planning Office:
Prince William County Planning Office
Current Planning
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6830
Fax: (703) 792-4758

Proffers – Proffers are voluntary offers by a landowner to provide public improvements that will mitigate the potentially unfavorable impacts of a proposed development. To determine whether the property is subject to any use, monetary, or architectural proffers call the County Planning Office at (703) 792-6830. The application for proffer amendments is contained in the *Application Package for Rezoning and Proffer Amendments*.

If the site needs to be rezoned or a proffer amendment required, the *Application Package for Rezoning and Proffer Amendments* must be submitted and approved. The application package can be downloaded at www.pwcgov.org (search by “Rezoning Application”). The forms for applying for rezoning are contained within package, which include:

Adjacent Property Owners Affidavit (required) – The adjacent property owners list (which may be requested with the pre-submission package) must be certified by the property owner(s) as being accurate and fulfilling the requirements of Section 32-700.2(5) of the Zoning Ordinance.

Interest Disclosure Affidavit: (required) to disclose whether any member of the Planning Commission or Board of County Supervisors has greater than a ten percent interest in the company proposing the changes.

Request for Modification or Waiver of Standards: Requests consideration of a modification or waiver of standards from current regulations that are proposed as part of the rezoning or proffer amendment request.

Special Power of Attorney Affidavit: (required) if someone other than the property owner is signing the application of other documents requiring the property owner's signature(s).

FOR FURTHER INFORMATION, CONTACT:

Prince William County Planning Office
Current Planning
5 County Complex Court
Prince William Virginia 22192-9201
Telephone: (703) 792-6830
Fax: (703) 792-4758

A. Site Plan and New Building Approval Process

Make an appointment to meet with County Plan Review representatives.

1. **Pre-submission meetings** will help identify issues that may arise during the site plan and building plan review process, and provide information on the needed permits and applications. Site plan pre-submission meetings may be scheduled upon request with the Land Development Division. Pre-submission meetings with the Building Development Division may be required depending on the application.

TO MAKE AN APPOINTMENT OR FOR MORE INFORMATION, CONTACT THE DEPARTMENT OF DEVELOPMENT SERVICES:

Site Plan Review
Land Development Division
5 County Complex Court
Prince William, Virginia,
22192-9201
Telephone: (703) 792-6830
Fax: (703) 792-4758

Building Plan Review
Building Development Division
5 County Complex Court
Prince William, Virginia
22192-9201
Telephone: (703) 792-6930
Fax: (703) 792-7054

2. **Apply for Comprehensive Plan Amendment (CPA), Special Use Permit (SUP), Rezoning (REZ), and/or a Change of Proffer Amendments — if applicable.** If the business for which the building was zoned does not accommodate the proposed new business use, contact the Planning Office to see if the site can possibly be rezoned, or if the Proffers need to be amended. Proffers are voluntary offers by a landowner to provide public improvements that will mitigate the potentially unfavorable impacts of a proposed development. To begin the rezoning process, go to www.pwccgov.org and search for “Rezoning Application” for information and an application form. A Comprehensive Plan Amendment is used to change the Long Range Land Use designation of a site. Applications for Comprehensive Plan Amendments are reviewed on an annual basis, with the applications due to the Planning Office the first Friday of January.
3. **Apply for a Special Use Permit — if applicable.** A “special use” is a land use that has the potential for creating conflicts with uses on adjacent properties. The Board of County Supervisors approves or denies *Special Use Permits* in a manner similar to rezoning. Such approval may be subject to conditions that limit the use or mitigate potential negative impacts associated with the use. Special uses are only permitted within each zoning district as established by the Zoning Ordinance. *Special Use Permit* applications may be processed at the same time as applications requesting proffer amendments or they may be processed as a separate application.

Consult the documents listed below when submitting a *Special Use Permit* application. They may be downloaded from the County Web site by searching for “Special Use Permit” at www.pwccgov.org.
 - Pre-submission Package
 - Reference Manual (describing the process)
 - Special Use Permits Fees
 - Special User Permit Application

FOR FURTHER INFORMATION AND TO SCHEDULE A CPA, SUP, OR REZ PRE-APPLICATION MEETING, CONTACT:

Prince William County Planning Office
Long Range Planning Division
5 County Complex Court
Prince William Virginia 22192-9201
Telephone: (703) 792-6830
Fax: (703) 792-4107

4. **Determine Whether the Site Plan is Eligible for Target Industry Status Processing.**
Occasionally, plans are submitted for projects associated with an identified goal of Prince William County and/or will create desirable employment opportunities in the County and enhance the County's tax base. The Targeted Industry Processing Program allows these major nonresidential projects to be expedited and processed with reduced rates.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Economic Development
10530 Linden Lake Plaza, Suite 105
Manassas, VA 20109-6434
Toll-Free: (800) 334-9876 Local Telephone: (703) 792-5500
Fax: (703) 792-5502
E-mail: pwcecondev@pwcgov.org
URL: www.pwcecondev.org

5. **Submit an Application for Concurrent Processing**
Concurrent processing allows site plans to be processed simultaneously with rezoning/special use permit applications. Submitting a Concurrent Processing application is at the applicant's risk, given the fact that the *Rezoning/Special Use Permit* may not be approved by the Board.

Both the Concurrent Processing Affidavit and Concurrent Processing Forms may be downloaded at www.pwcgov.org by conducting a search for "Concurrent Processing."
6. **Design and Construction Standards Manual (DCSM)** The Design and Construction Standards Manual (DCSM) was developed to assist the public with the policies and regulations that apply to land development in Prince William County. The provisions contained in the DCSM relate primarily to the requirements that apply to the review and approval of site development plans and plats as well as the construction that is described in the plans.
7. **Administrative Procedures Manual** The *Administrative Procedures Manual* contains administrative items and information pertaining to submission and review of site or subdivision plans/plats submitted for review in Prince William County. Among other things, the *Administrative Procedures Manual* describes minimum submission requirements; review process and time frames; required plan types; permit types; and procedures, bond/escrow options, etc. for land development in the County.

To view a copy of either the *Design and Construction Standards Manual* or the *Administrative Procedures Manual* go to www.pwcgov.org and search by document name. Also, both documents may be purchased from the Prince William County Department of Development Services, Land Development Services.
8. **Waivers of Requirements** Submit requests for waivers of standards described in the *Design and Construction Standards Manual (DCSM)* — if applicable. When compliance with a particular site plan requirement found in the DCSM unduly burdens an applicant, or causes harm to an adjacent property, the applicant may request a waiver of the requirement.

All waiver requests are submitted to the Department of Development Services, Land Development Division, for processing. Waivers of technical DCSM requirements are considered by the Department of Public Works, and the Department of

Transportation. Waivers of non-technical and administrative DCSM requirements are considered by the Department of Development Services, Land Development Division. If the waiver request is concurrent with a site/subdivision plan, then a *Concurrent Processing Form* and a *Concurrent Processing Affidavit* must accompany the submission. To obtain these forms go to www.pwcgov.org, and search conduct a search for "Concurrent Processing Form."

Waivers of DCSM requirements may also be requested as part of a rezoning application or special use permit application. The forms for Waivers of Technical Requirements, Waivers of Non-technical and/or Administrative Requirements, and the Concurrent Processing Form may be downloaded from www.pwcgov.org. To locate forms conduct a search for "Forms, Permits and Applications."

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Land Development Division
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6830
Fax: (703) 792-4758

9. **Apply for a Flood Hazard Use Permit — if applicable**

This permit is issued if a commercial property contains a floodplain (flood hazard area) and the developer / builder proposes land disturbance in the flood hazard area. First, identify what is permitted by contacting the Prince William County Department of Public Works Environmental Services Division, Watershed Management Branch. For those sites with a 100-year floodplain, the property owner must adhere to County and Federal floodplain regulations, which require a study of the floodplain and map revisions in the area where the developer / builder wishes to develop. A Conditional Letter of Map Amendment or Revision from Federal Emergency Management Agency (FEMA) may be required if changes to the floodplain area are proposed. The Environmental Services Division, Watershed Management Branch can assist with this process.

To obtain a Flood Hazard Use Permit (FHUP) application, refer to www.pwcgov.org. Search by permit title. FHUP applications must be submitted to the Department of Development Services, Land Development Division, with the appropriate fee.

FOR FURTHER INFORMATION ABOUT COUNTY REGULATIONS AND PERMITS REGARDING FLOODPLAINS, CONTACT:

Prince William County Department of Public Works
Environmental Services Division -Watershed Management Branch
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-7070
Fax: (703) 792-6297

10. **Submit a Sketch Plan** A *Sketch Plan* is the initial plan type required for nonresidential projects in excess of five acres. *Sketch Plans* are early drafts of proposed developments and do not require engineering detail. Through review, *Sketch Plans* enable the applicant to save time and expense in reaching general agreement and consensus with the County on design, size, access, layout, extent, location and degree of the necessary and/or proposed improvements, in conjunction with a proposed development. The Prince William Public Works/Environmental

Services Division, Transportation Department and Department of Development Services/Land Development Division review all *Sketch Plans*. Sketch Plans take approximately one month to review, and are validated for an initial period of one year.

The following forms are required when submitting a *Sketch Plan*:

- Sketch Plan Checklist
- Development Control Form
- Nonresidential Site/Subdivision Fee Calculation Sheet
- Concurrent Processing Form (if needed)

Forms may be downloaded at www.pwcgov.org. Search for "Forms, Permits and Applications." This page lists most of the required forms. For the *Non-Residential Site/Subdivision Fee Calculation Sheet* search by the form title. For the *Concurrent Processing* forms, search for "Concurrent Processing."

11. **Submit an Application for a Minor Site Plan and Administrative Review — if applicable.** A Minor Site Plan may be submitted when the proposed improvements are requested for a site where a previous site plan has not been approved; or where there is an existing approved plan where bonds and escrows have been returned to the applicant. In addition:

- The improvements must be minor in nature and not change the Internal or external traffic flow patterns;
- Not increase the nonresidential building size by more than 5,000 square feet, nor 75% of the gross building area, whichever is less;
- The site improvements may not encroach into a resource protection area or flood hazard area;
- The proposed disturbed area should not exceed 5,000 square feet.

In general, minor site plans take approximately one month to review and are valid for one year. The following forms are required when submitting a minor site plan and can be downloaded at www.pwcgov.org. Search for "Minor Site Plan Checklist."

- Minor Site Plan Checklist
- Temporary Modular or Mobile Office Checklist
- Development Control Form
- Nonresidential Site/Subdivision Fee Calculation Sheet
- Concurrent Processing Form

Requests for Administrative Review must be submitted in writing to the Department of Development Services, Land Development Division. Plans requiring only an Administrative Review may be submitted when a request for this type of review has been authorized by the Department of Development Services, Land Development Division. An Administrative Review is simpler than a Minor Site Review and must be conducted by the Department of Development Services, Land Development Division.

Administrative Review applies when:

- The proposed improvements are to a previously approved plan;
- When the bonds and escrows are still in effect; or
- The changes constitute “minor development” (such as temporary activities, parking lot alterations, landscaping changes, storage tank replacement, etc. that do not necessitate the formal submission of a full site plan).

Administrative Reviews do not include:

- Redesign of infrastructure that requires the certification of computations by registered professionals;
- Significant reviews to the internal or external traffic patterns;
- Changes to the number of buildings; nor
- Increases to the amount of the impervious area

In general, administrative reviews take approximately one month to review and are valid for one year.

The following forms are required when submitting a request for an administrative review and can be downloaded at www.pwcgov.org. Search for “Minor Site Plans” and “Administrative Review.”

- Letter requesting an administrative review outlining the proposed changes
- Development Control Form
- Unit Price List

12. **Submit Final Plats** - Final Plats are generally required when:

- Dividing a parcel into two or more parcels where any parcel is less than ten acres;
- Consolidating parcels;
- There is a dedication or vacation of easements; or
- There are right-of-way dedications or vacations.

All plats, once approved, are recorded by the applicant at the Land Records Division of the local Circuit Court. It is the responsibility of the owner/developer to take the approved plat to the Court House for recordation and to pay the recording fee. All documents presented for recordation must be completed, signed and notarized and approved before they will be recorded. To learn what fees must be paid go to www.pwcgov.org, and search for “Land Records Tax and Fee Schedule.” Once the approval has been recorded, the owner/developer must return the mylar, 13 copies of the plat and the receipt of recordation to the Department of Development Services, Land Development Division.

A *Final Plat Revision* is required when any change to the original Final Plat is proposed. The following forms are required when submitting a Final Plat form or a *Revision of a Final Plat* form. These may be downloaded at www.pwcgov.org, search for “Final Plat.”

A *Revision of a Final Plat* form must be approved by the Department of Development Services, Land Development Division and recorded at the Land Records Division at the County Circuit Court. It is then returned to the Department of Development Services, Land Development Division after the information has been recorded and fees have been paid.

FOR FURTHER INFORMATION, CONTACT CONCERNING THE RECORDATION PROCESS, CONTACT:

Prince William County Circuit Court
Land Records Division
Judicial Center
9311 Lee Avenue
Manassas, Virginia 20110
(703) 792-6035 or (703) 792-6036

13. **Submit Final Site Plan for Review and Approval**

A *Final Site Plan* is a detailed engineer's drawing that shows the proposed improvements required in the development of a given parcel. It is required for commercial, office, industrial, or any land disturbing activity where the project will cumulatively disturb more than 2,500 square feet. The Department of Development Services, Land Development Division approves *Final Site Plans* after they have been recommended for approval by all appropriate agencies. The review process generally takes three to five months. Once the plan is approved it will have a validity period of five years. Within this time, all conditions of the approval letter must be met and the site development permit must be obtained. Some of the general requirements of the approval letter include: the posting of the performance bond, the siltation and erosion control escrow and landscape escrow, recordation of the plat(s), geodetic monument funding must be paid, site development permits must be obtained, and all applicable proffer or SUP conditions must be met.

Following are the submission requirements for a *Final Site Plan* and the required application forms can be found at www.pwcgov.org. Conduct a search for "Final Site Plan."

- Final Site Plan and Revision Check List
- Final Plat Checklist
- Development Control Form
- Nonresidential Site/Subdivision Fee Calculation Sheet
- Concurrent Processing Form (if waivers of Design and Construction Standards Manual are requested)
- Unit Price List (if applicable)
- Proffers and Proffer analysis with an engineering booklet (if applicable)

Final Site Plans and Plats, and any necessary supporting documents for a proposed project, constitute the complete application for construction approval. Upon approval, *Final Site Plans* and *Plats* form the basis for the construction of the project and are used by the Prince William County Department of Development Services, Land Development Division and the Department of Public Works to inspect the project.

A *Final Site Plan Revision* is required when there is any change to the original Final Site Plan being proposed. The documentation required for a Final Site Plan revision is the same as the documentation required for a Final *Site Plan* application for approval.

Once the site plan is submitted for review, its status may be monitored online at www.pwccgov.org. You may also call the Department of Development Services, Land Development Division at (703) 792-6830.

14. **Erosion and Sediment Control Plan**

An Erosion and Sediment Control Plan is required for all land disturbing activities, cumulatively exceeding 2,500 square feet, or any land disturbance within floodplain and / or resource protection areas. The following forms are required and may be downloaded from the County Web site at www.pwccgov.org by conducting a search for "Erosion and Sediment Control Plan."

- Final Site Plan and Revisions Checklist
- Final Plat Checklist
- Development Control Form
- Nonresidential Site/Subdivision Fee Calculation Sheet
- Concurrent Processing Form (if waivers of Design and Construction Standards Manual are requested)
- Unit Price (if applicable)
- Erosion and Sediment/Storm Water Management Plan Review
- Checklist

15. **Apply for Site Development Permits**

Upon approval of a Final Site Plan, the property owner will receive a "Plan Approval Letter," which identifies the items that must be completed to obtain the "Building Permit Release Letter." The Release Letter indicates that the property owner may apply for Building and Trade permits if they have been approved by the Department of Development Services, Building Development Division. A property owner must also apply for a Site Development Permit or a Site Preparation Permit. To obtain a Site Preparation Permit for grading, the following items are required:

- Landscape Escrow
- Conservation Escrow (valid for one year)
- Proffers payment (if applicable)
- Pre-Construction Meeting (if applicable must be scheduled with Public Works prior to the issuance of any land disturbance permit)
- Site Preparation Permit Fee

Additional requirements may be required and included in the Site Plan Approval letter. Payments other than permit fees should be mailed to the Department of Development Services, Land Development Division. Include a letter with the plan name and number, and/or Rezoning or SUP reference, and how the funds should be applied.

To obtain the appropriate Site Development Permit forms go to www.pwccgov.org. Search for "Site Development/Site Preparation Permit." Select the required form. To obtain a Site Development Permit, complete and file the following items with the Department of Development Services, Land Development Division. Note that additional requirements may be included in the plan approval letter. These

documents and payments may be mailed provided the sender attaches a letter referencing the plan name and number, and how the funds should be applied.

- Performance Bond
- Siltation/Erosion Control Escrow (A conservation escrow may be posted in lieu of a performance bond and erosion control escrow).
- Landscape Escrow
- Pay geodetic monumentation — for mapping purposes. This is submitted prior to the County releasing the plat to be recorded.
- Pay any proffers
- Schedule and complete a Pre-Construction Meeting (if applicable, must be scheduled with Public Works prior to the issuance of any land disturbance permit)

The following items must be picked up at the Department of Development Services, Land Development Division, and taken to the Land Record Division at the County Circuit Court:

- Recorded plats: Plats must be recorded within 30 days of approval of the Site Plan
- Deeds that require review by Prince William County

To obtain the appropriate Site Development Permit forms go to www.pwccgov.org. Search for "Site Development/Site Preparation Permit." Find the required form (Land Development/Pay Site Development Permit). Permit fees must be paid in person and will not be processed if mailed.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Bond and Permit Administrator
Telephone: 703-792-7409
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6830
Fax: (703) (703) 792-4758

16. **Apply for a Building Permit**

The Prince William County Department of Development Services Building Development Division (BDD) is responsible for ensuring the safety of the built environment through the enforcement of the Virginia Uniform Statewide Building Code (VUSBC). BDD reviews construction documents, issues building permits, and conducts construction inspections. A pre-construction meeting is highly recommended for large, complex projects. Prior to applying for a Building Permit, a Certificate of Zoning Approval must be obtained from the Planning Office - Zoning Division.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Review
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6930
Fax: (703) 792-7054

Contingent upon the type of building being constructed, either the Commercial Plans Checklist or an Industrialized Buildings Checklist will be required. These forms are available on the County Web site at www.pwcgov.org.

The *Commercial Plans Checklist* is used to ensure the building plans are complete and contain all required information. This checklist and the Industrialized Buildings Checklist describe the general, architectural, mechanical, electrical, plumbing and handicap accessibility requirements to obtain a building permit. Both checklists are included in the application for a Building Permit.

Once the building permit application has been submitted for review, applicants may check the status by telephone through the Building Development Division's automated 24-hour Plan Review Status Line at (703) 792-7125, or by utilizing the web based ePlanStatus.

17. **Framing and Rough-In Permit**

The issuance of the "framing and rough-in" permit occurs in conjunction with the permit application process for interior, non-structural construction. When the project is accepted by quality control, this permit authorizes the construction of interior framing of non-load-bearing walls and rough-in of electrical, plumbing, and mechanical work. The holder of the permit shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted. No inspections will be conducted until the final plans are approved. During the framing process no work shall be concealed.

When architectural or building plans are designed by a registered design professional and accepted through the Quality Control Process, the Framing and Rough-In Permit may be issued for partial permits prior to inspections and final approval of building plans.

The Framing and Rough-In Permit is issued for specific components of the building. The policies and procedures for this permit can be found by going to www.pwcgov.org.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services Branch
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6924
Fax: (703) 792-4155

18. **Schedule Inspections**

The inspection process is discussed at the pre-inspection meeting. Inspection guidelines are available from the County Web site at www.pwcgov.org. The Guidelines describe the process for scheduling and canceling inspections, information on inspections, as well as providing a list of items which require special attention.

The types of inspections a commercial building will need are: building, mechanical, gas, electrical, plumbing and storage tanks. To schedule an inspection by telephone, dial the Automated 24-hour Inspection Scheduling/Status Line at (703) 792-6970. Inspections may also be scheduled online at www.pwcgov.org/eInspections.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Inspections Branch
4379 Ridgewood Center Drive, Suite 202
Woodbridge, Virginia 22192
Telephone: (703) 792-6970
Fax: (703) 792-7054

In addition to building construction inspections, a project may require approval of one or more of the following areas prior to issuance of a Certificate of Occupancy.

Fire Marshal: All non-residential construction must be inspected by the Fire Marshal prior to occupancy. For information or to schedule a pre-occupancy inspection call (703) 792-6360.

Health Department: All food service establishments as well as occupancies using individual wells and/or septic systems must have Health Department approval. For more information call (703) 792-6310.

Water Service: All occupancies using public water and sewer must have work completed and obtain approval from either Dale Service Corporation (approval for businesses located in the Neabsco Creek sewer service area including all of Dale City) or Prince William County Service Authority approval (all other PWC locations).

FOR FURTHER INFORMATION, CONTACT:

Prince William County Service Authority
4 County Complex Court
Prince William, VA. 22192
(703) 335-7930

Dale Service Corporation
5665 Mapledale Plaza
Dale City, VA. 22193
(703) 590-4495

19. **Obtain an Occupancy Permit**

A Certificate of Occupancy is the legal document issued by the Prince William County Building Official at the Department of Development Services. It is issued when a building or tenant space is completed, the final inspections have been approved, and all necessary fees have been paid. The Certificate indicates that a building is safe to occupy. The Certificate of Occupancy contains Business / Tenant name, the use group, type of construction, the occupant load and the live load of the building and indicates whether or not a fire suppression system is installed.

Once approved, the owner takes all inspection approval slips (including the site inspection approval and a water meter final inspection approving water to be turned on) to the Prince William County Department of Development Services Early Assistance Desk, where they will be routed to the Building Development Permitting Services Counter. In exchange for the approved slips, a Certificate of Occupancy is issued.

**FOR FURTHER INFORMATION VISIT THE COUNTY WEBSITE AT
WWW.PWCGOV.ORG OR CONTACT:**

Prince William County Department of Development Services
Building Development Division
Building Construction Services Branch
5 County Complex Court
Woodbridge, Virginia 22192
Telephone: (703) 792-6924
Fax: (703) 792-4155

LICENSES, PERMITS & REGULATIONS

- ◆ PRINCE WILLIAM COUNTY
- ◆ VIRGINIA
- ◆ FEDERAL

Prince William County

Alteration and Repair Permit

A *Tenant Layout Alteration and Repair Plan* is required when a business renovates all or part of an existing building, and must be approved before work begins. Only those parts of the building/tenant space that are being renovated must be brought into compliance with the current Virginia Uniform Statewide Building Code. If a fire suppression system and/or fire alarm system are being installed or altered, the Fire Marshal's Office must review and approve the fire protection plans. For more detail about the *Tenant Layout Alteration and Repair Permit* in commercial construction, see the "Commercial Development Process" section in this publication.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6924
Fax: (703) 792-4155

Background Check

THE FOLLOWING TYPES OF BUSINESSES MUST CONTACT THE PRINCE WILLIAM COUNTY POLICE DEPARTMENT FOR A BACKGROUND CHECK:

- Adult Business Owners
- Massage Establishment Owners
- Peddlers
- Taxis
- Itinerant Merchants
- Pawnshops
- Solicitors
- Towing Services

FOR FURTHER INFORMATION, CONTACT:

Prince William County Police Department
8406 Kao Circle
Manassas, Virginia 20110
Telephone: (703) 792-6562

Blasting Permit

Any storage, sale, transportation, disposal or use of explosives or blasting agents requires a permit from the Department of Fire and Rescue. Prior to receiving a permit, the applicant must file a bond or evidence of a liability insurance policy with minimum limits of at least \$2,000,000 combined single limit for bodily injury and property damage.

Additionally, when blasting is allowed, there are requirements regarding the personnel allowed to use explosives, handling and firing explosives, clearance at the site, notifying utility companies of blasting that will be conducted, storage of surplus explosives and precautionary measures when blasting in congested areas.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Fire and Rescue
Fire Marshal's Office
5 County Complex Court, Suite 160
Prince William, Virginia 22192
Telephone: (703) 792-6360 Fax: (703) 792-6492

Building Permit

A building permit is required for the erection of new structures and for modifications to existing structures. The Prince William County Department of Development Services, Building Development Division, is responsible for building permits, construction inspections, and ensuring building safety. For larger, more complex projects a pre-construction meeting is required.

FOR FURTHER INFORMATION, REVIEW THE “COMMERCIAL DEVELOPMENT PROCESS” SECTION IN THIS PUBLICATION AND CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6924
Fax: (703) 792-4155

Business, Professional, and Occupational Licenses

All businesses (including home-based businesses) operating in Prince William County expecting gross receipts, or purchases in the case of wholesale merchants, to exceed \$100,000 in a calendar year, must obtain a *Business, Professional and Occupational License* (BPOL). The BPOL is an annual county-levied tax based on the gross receipts of the previous calendar year. As a general rule, no expenditures, “pass-through” or other costs of doing business may be deducted from the gross receipts. Businesses pay the BPOL tax based on the tax rate for their business classification.

New businesses (including home businesses) must apply for a license and pay the license fee (or BPOL tax) within 30 days from starting a business in the County. Businesses issued a license for the preceding year must renew their license and pay the license fee no later than March 1.

There is no license fee or business license requirement for businesses who do not expect gross receipts, or purchases in the case of wholesale merchants, to exceed \$100,000 for the license year. However, businesses located in a commercial location must apply for a Business License.

TO APPLY IN PERSON OR REQUEST FILING FORMS CONTACT:

Prince William County Finance Department
Taxpayer Services
1 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6710
Fax: (703) 792-4673

Business Licenses for Specialized Businesses

THE FOLLOWING SPECIALIZED BUSINESSES MUST OBTAIN A BUSINESS LICENSE:

- Adult Businesses
- Automobile Graveyards
- Carnivals
- Circuses
- Clairvoyants
- Commercial Swimming Pools
- Fortune Tellers
- Pawnshop Owners

FOR FURTHER INFORMATION, CONTACT:

Prince William County Finance Department
Taxpayer Services
1 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6710
Fax: (703) 792-4673

Business License Exemptions

THE FOLLOWING CLASSES ARE EXEMPT FROM LOCAL BPOL TAXES:

- Banks
- Farmers
- TV and radio
- Insurance companies
- Owners of residential or commercial property
- Manufacturers selling their product at wholesale
- Newspapers
- Nonprofit businesses (provided their income is not taxable under IRS regulations)

Certificate of Occupancy

A Certificate of Occupancy is the legal document issued by a Building Official from the County Department of Development Services Building Development Division at the time a building or tenant space is completed, the final inspections have been approved, and all final fees have been paid.

The Certificate indicates that a building is safe to occupy. The Certificate of Occupancy contains the Use Group, type of construction, the occupant load and the live load of the building and an indication whether or not a fire suppression system has been installed.

REFER TO THE CERTIFICATE OF OCCUPANCY IN THE COMMERCIAL DEVELOPMENT PROCESS OVERVIEW SECTION FOR FURTHER INFORMATION, OR CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-4040
Fax: (703) 792-7054

Child Care Business and Facility Licenses and Permits

There are two classifications for home-based child care providers as defined by Part 100 of the Prince William County Code -- "those providing child care at home for up to five children (in addition to their own)" and "those providing child care at home for more than five children (in addition to their own)." For both classifications, several certificates, licenses and permits are required.

TO DOWNLOAD PERMITS GO TO WWW.PWCGOV.ORG AND SEARCH BY THE FOLLOWING PERMIT TITLES:

- Business License
- Certificate of Occupancy
- County and State Certification (if applicable)
- Home Employment Certificate
- Home Occupation Certificate- Family Day Care (HOC2)

DOING BUSINESS IN PRINCE WILLIAM COUNTY

- Infant and Child or Pediatric Cardiopulmonary Resuscitation (CPR) Certificate
- Special Use Permit (only required for those with more than five children)
- Zoning Permit

FOR INFORMATION ON INFANT AND CHILD CPR CERTIFICATION CONTACT:

Prince William County Department of Fire and Rescue
Public Safety Academy
13101 Public Safety Drive
Nokesville, Virginia 20181
Telephone: (703) 792-6380

FOR INFORMATION ON COUNTY AND STATE LICENSE REQUIREMENTS, CONTACT EITHER OF THESE LOCATIONS:

Prince William County
Department of Social Services
15941 Donald Curtis Drive
Ferlazzo Building, Suite 180
Woodbridge, Virginia 22191
Telephone: (703) 792-4300
Fax: (703) 792-4303

Prince William County
Department of Social Services
7987 Ashton Avenue
Sudley North Government Center, Suite 200
Manassas, Virginia 20109
Telephone: (703) 792-7500
Fax: (703) 792-7596

FOR INFORMATION ON ZONING PERMITS, HOME OCCUPATION-FAMILY DAY CARE CERTIFICATE (HOC2), CERTIFICATE OF OCCUPANCY AND HOME EMPLOYMENT CERTIFICATE, CONTACT:

Prince William County
Planning Office
Zoning Division
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-8154
Fax: (703) 792-4758

Prince William County
Finance Department
Tax Payer Services
1 County Complex Court
Woodbridge, Virginia 22192
Telephone: (703) 792-6710
Fax: (703) 792-4673

Certification of Child Care Providers (Optional)

In addition to obtaining the appropriate permits, childcare providers may become certified through the Prince William County Department of Social Services (DSS) "Child Care Provider Certification Program." This voluntary program certifies childcare providers to supervise up to five children in the home. To obtain/maintain certification, DSS staff visit childcare providers' homes and provide information and education on safe and healthy childcare. Certification requirements include, but are not limited to, a criminal history background check and Child Protective Services central registry search on the applicant and all adult members of the household and tuberculosis testing on all adults in the home. In addition, the applicant must attend an orientation and childcare training class.

Once certified, childcare providers are placed on the DSS Resource Referral List and become eligible to participate in the USDA Child and Adult Care Food Program.

City and Town License Requirements

FOR BUSINESSES LICENSE REQUIREMENTS IN THE TOWNS OF DUMFRIES, QUANTICO, OCCOQUAN OR HAYMARKET, OR IN THE CITIES OF MANASSAS OR MANASSAS PARK, CONTACT THE FOLLOWING OFFICES:

Town of Dumfries

Treasurer's Office
P.O. Box 56
Dumfries, Virginia 22026
Telephone: (703) 221-3400, ext. 110

Town of Haymarket

Town Clerk
15000 Washington Street, Suite 100
Haymarket, Virginia 20168
Telephone: (703) 753-2600

Town of Occoquan

Town Treasurer
PO Box 195
314 Mill Street
Occoquan, Virginia 22125
Telephone: (703) 491-1918

Town of Quantico

Town Treasurer
P.O. Box 152
415 Broadway Street
Quantico, Virginia 22134
Telephone: (703) 640-7411

City of Manassas Park

Commissioner of Revenue
One Park Center Court
Manassas Park, Virginia 20111
Telephone: (703) 335-8825

City of Manassas

Commissioner of Revenue
9027 Center Street, Room 104
Manassas, Virginia 20110
Telephone: (703) 257-8222

Commercial Waste Disposal Permits, Commercial Waste Collection

Businesses generating more construction and demolition debris than can be carried by a standard pick-up truck must send waste to specific facilities designed to accept the type and amount of debris.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Public Works
Solid Waste Division
Landfill Office
14811 Dumfries Road
Manassas, Virginia 20112
Telephone: (703) 792-5750
Fax: (703) 792-5753

Refuse hauling businesses seeking to dispose of collected refuse and/or wanting to provide service within Prince William County, must obtain a permit prior to initiating operations.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Public Works
Solid Waste Division
Landfill Office
14811 Dumfries Road
Manassas, Virginia 20112
Telephone: (703) 792-5750
Fax: (703) 792-5753

**FOR A LIST OF PRIVATE COMPANIES PROVIDING WASTE REMOVAL
FOR COMMERCIAL OPERATIONS CONTACT:**

Prince William County Department of Public Works
Solid Waste Disposal Division
5 County Complex Court, Suite 250
Prince William, Virginia 22192
Telephone: (703) 792-6254 Fax: (703) 792-4617

Contractor Licenses

A Prince William County Home Improvement Contractor license is required for contractors engaged in repairs, improvements and additions to residential buildings and accessory structures. This includes air conditioning, carpentry, chimneys, decks, driveway coatings, driveway paving, drywall, electrical, fireplaces, gas fitting, heating, landscape irrigation, masonry, plumbing, painting, roofing, siding and well water work.

Virginia State licensed Class A and Class B contractors are exempt from this requirement.

All contractors accepting or bidding on contracts of \$1,000 or more must be registered with the Virginia State Board of Contractors.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6924
Fax: (703) 792-4155

Equal Accessibility

The Virginia Uniform Statewide Building Code adopted the ANSI Accessible and Usable Buildings and Facilities Standard to specify the building code-related accessibility requirements.

In Prince William County, the Building Development Division of the Department of Development Services enforces the requirements of the Virginia Uniform Statewide Building Code.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6924
Fax: (703) 792-4155

A business may receive training in the Americans with Disabilities Act by calling the Prince William County Human Rights Commission at (703) 792-4680. The Commission also enforces complaints concerning accessibility for the disabled.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Human Rights Commission
15941 Donald Curtis Drive, Suite 125
Woodbridge, Virginia 22191
Telephone: (703) 792-4680
Fax: (703) 792-6944

Fire Department Inspections/Permit

Plans for new construction and modifications of existing buildings may require review and approval from the Prince William County Fire Marshal's Office under the provisions of the International Fire Code. Building occupants using hazardous materials may be required to obtain Operational Permits from the Fire Marshal's Office depending on the type(s) and quantity of the materials used. Additionally, fire safety inspections will be performed at least annually for selected business occupancies.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Fire and Rescue
Fire Marshal's Office
5 County Complex Court, Suite 160
Prince William, Virginia 22192
Telephone: (703) 792-6360
Fax: (703) 792-6492

Flood Hazard Use Permit

This permit is issued if a commercial property contains a flood plain and/or floodway and the company plans to build on it. For sites with a 100 year-old floodplain, the property owner must adhere to County *and* Federal flood plain regulations. A business is required to obtain permission from the Federal Emergency Management Agency (FEMA) if changes to the flood plain area are proposed. The County's Department of Environmental Services can assist in this process.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Public Works
Environmental Services Division — Watershed Management Branch
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-7070
Fax: (703) 792-6297

Flood Plains

Disturbances to floodplain areas may require a flood hazard use permit. For businesses with a 100 year-old flood plain on their site, the owner must adhere to County *and* Federal flood plain regulations. These regulations require a study of the floodplain and map revisions where the owner wishes to develop. A business is also required to obtain permission from the Federal Emergency Management Agency (FEMA) if changes to the flood plain area are proposed.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Public Works
Environmental Services Division — Watershed Management Branch
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-7070
Fax: (703) 792-7012

Food Service Permits

Prince William County Health District issues permits for retail food service establishments. The District conducts plan reviews, pre-opening, and routine inspections to ensure compliance with Commonwealth of Virginia Board of Health Food Regulations. Food manufacturing operations are permitted through the Virginia Department of Agriculture and Consumer Services.

DOING BUSINESS IN PRINCE WILLIAM COUNTY

Permits are not transferable. When an existing food establishment is purchased, a new food service permit application must be submitted prior to operation. When a new building is involved, the permit process involves other County agencies and, therefore, the process time may vary. In addition, all establishments must pay an annual permit application fee accompanied by a completed application.

Temporary food booths and mobile units must apply and pay an annual fee. A Certified Food Managers certification is preferred, but at a minimum, the person in charge must demonstrate knowledge of the regulations and correct food safety procedures.

Every permitted food service establishment in the Prince William Health District must have a Certified Food Manager or knowledgeable person on duty at all times. Certified Food Manager training is provided through many organizations, by both classroom and on-line.

FOR FURTHER INFORMATION, CONTACT:

Prince William Health District
Division of Environmental Health
8470 Kao Circle
Manassas, Virginia 20110-1702
Telephone: (703) 792-6310
Fax: (703) 257-5138

FOR INFORMATION ABOUT OBTAINING A CERTIFIED FOOD MANAGER CARD FROM ORS INTERACTIVE INC. AND THEIR WALK-IN TESTING CENTER CONTACT:

ORS Interactive, Inc.
The Doctors Building
6316 Castle Place, Suite 201
Falls Church, Virginia 22044
Telephone: (703) 533-7600
Fax: (703) 533-7630
E-mail: info@orsinteractive.com
URL: www.orsinteractive.com

Framing and Rough-In Permit

The *Framing and Rough-in Permit* is issued in conjunction with the permit application process for interior, non-structural construction. When the project is accepted by quality control, this permit authorizes the construction of interior framing of non-load bearing walls and rough in of electrical, plumbing and mechanical work. The holder of the permit shall proceed at his/her own risk with the building operation and without assurance that a permit for the entire structure will be granted. No inspections will be conducted until final plans are approved. During the framing process no work shall be concealed.

When architectural or building plans are designed by a registered design professional, and accepted through the Quality Control Process, the Framing and Rough-In Permit may be issued for partial permits prior to inspections and final approval of building plans.

The Framing and Rough-In Permit is issued for specific components of the building. The policies and procedures for this permit can be found on the County web site (www.pwcgov.org).

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6924
Fax: (703) 792-4155

Hazardous Waste

The Virginia Department of Environmental Quality is the primary agency in Virginia responsible for administering and enforcing State and Federal laws and regulations for environmental protection (see "Hazardous Waste under the Virginia category of this section).

However, the Prince William County Fire Marshal's Office can provide information on regulatory concerns and advice on disposing of hazardous waste.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Fire and Rescue
Fire Marshal's Office — Hazardous Materials Coordinator
9250 Lee Avenue
Manassas, Virginia 20110
Telephone: (703) 792-6360
Fax: (703) 792-6492

Please note that the Prince William Landfill does not accept regulated hazardous waste, fuel tanks, medical waste, radioactive material, ammunition or asbestos from businesses. However, they will provide a list of companies that dispose of commercially generated hazardous waste.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Public Works
Solid Waste Division — Landfill Office
14811 Dumfries Road
Manassas, Virginia 20112
Telephone: (703) 792-5750
Fax: (703) 792-5753

Health Related Permits

The Prince William Health District is part of the Virginia State Health Department. It operates a wide variety of programs impacting commercial enterprises including food sanitation, health menace abatement, swimming pool sanitation, on site sewage disposal, evaluation and permitting, well permitting, ground water sampling and monitoring and tourist establishment sanitation.

THESE BUSINESSES AND BUSINESS ACTIVITIES REQUIRE PERMITS FROM THE PRINCE WILLIAM HEALTH DISTRICT:

- Food service establishments
- Hotels and motels
- Massage establishments and therapists
- Migrant labor camps
- Septic and well: on-site private systems
- Summer camps
- Swimming pools: public and/or tourist
- Vector control: rodents, insects, etc.
- Water testing

FOR FURTHER INFORMATION, CONTACT:

Prince William Health District
8470 Kao Circle
Manassas, Virginia 20110
Telephone: (703) 792-6310
Fax: (703) 257-5138
URL: www.vdh.state.va.us

Home Occupancy Permit

Family Home Day Care Center

Prince William County defines a Family Home Day Care Center as the accessory use of a dwelling unit to provide care, protection and guidance for one or more children during any portion of a 24-hour day, excluding the provider's own children.

See the section on Child Care Business and Facility Licenses and Permits of this Directory for further information on requirements.

Home Business/Home Occupation

A Home Business/Home Occupation, is defined by Prince William County as a business activity conducted entirely within a dwelling unit by residents of that unit, which is clearly incidental and secondary to the principal use as a dwelling. Employees shall not be permitted to work on the premises, except for family members residing in the dwelling. Customers and clients are not permitted on the site without a special use permit. No outside storage shall be permitted (with the exception of rural home businesses with a special use permit).

Home Business - Customers Coming on Site

Any commercial activity conducted entirely within a dwelling unit as an accessory use to the principle residential use and where customers/clients will come to the dwelling.

Rural Home Business

Home businesses at dwellings in A-districts where the business is not related to farming or permitted agricultural uses. Rural home businesses may apply for a special use permit to allow outside storage.

Requirements for Home Businesses:

Home businesses require the following permits:

- Zoning Permit
- Home Occupation Certificate
- Home Employment Certificate
- Special Use Permit - if applicable

To download required permits go to: www.pwccgov.org. Search by permit title.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Planning Office
Zoning Division
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-8154
Fax: (703) 792- 4758

Mechanical Installation Permit

Once a business has a Building Permit, it can obtain a Mechanical Installation Permit by going to the Building Development Division. This is obtained when installing mechanical components in a building.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6924
Fax: (703) 792-4155

Plumbing Installation Permit

Once a business has obtained a Building Permit, the business can obtain a Plumbing Permit by going to the Department of Development Services Building Development Division. This is usually obtained prior to installation Mechanical and Plumbing components to the building.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Development Services
Building Development Division
Building Construction Services
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-6924
Fax: (703) 792-7054

Recycling

All owners and managers of commercial properties in Prince William County are required to recycle. At a minimum, businesses must recycle the "principle recyclable" material comprising the majority of its waste stream (such as office paper or cardboard).

Benefits

Businesses can reduce disposal costs by recycling. Collection costs may be reduced by changing to a smaller refuse container or converting to less frequent collection. The County's Solid Waste Fee can also be reduced if the waste stream is reduced through recycling. Some recycling companies will accept office paper and cardboard for free.

For a list of companies that will accept paper and cardboard for free or pay for the materials, call the Recycling Program Manager at the County's Department of Public Works Solid Waste Division at (703) 792-4670.

Identifying Recyclable Materials

Businesses are required to recycle the "principal recyclable" material that comprises the majority of their waste stream. Most office properties recycle white office paper or "mixed" paper, a composite paper mix of colored and computer paper, junk mail, catalogs, cardboard and assorted paper types.

Retail businesses typically recycle corrugated cardboard. A business can determine which recycling materials are generated by conducting a "recycling audit."

A free on-site consultation may be arranged by contacting the Recycling Program Manager at the County's Department of Public Works Solid Waste Division at (703) 792-4670.

Mandatory Reporting

All businesses, organizations, permitted trash and recycling collectors and other companies that manage solid waste and collect, transport or process recyclable materials generated within Prince William County are required to report annually on the types and quantities of materials collected for recycling. Owners, operators and managers of individual businesses or complexes in the County are not required to provide detailed reports if a trash and recyclables hauler solely collects and transports all recyclables to a local area processor or local market. Annual reporting of the quantities recycled is required if a commercial operator transports recyclables directly to processors or end-user markets outside of Prince William County. For further information on County recycling requirements, call the Solid Waste Division at (703) 792-4670.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Public Works
Solid Waste Division — Recycling Program Manager
5 County Complex Court, Suite 250
Prince William, Virginia 22192
Telephone: (703) 792-4670
Fax (703) 792-4617

Sole Proprietorships

All businesses located or operating in Prince William County, including partnerships and sole proprietorships, where gross receipts exceed \$100,000 in the license year, must obtain a Business, Professional and Occupational License (BPOL) from the Prince William County Finance Department Taxpayer Services.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Finance Department
Taxpayer Services
1 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6710
Fax: (703) 792-4673

Special Use Permit

A "Special Use" is a land use that has the potential for creating conflicts with uses on adjacent properties. The Board of County Supervises approves or denies Special Use Permits. Permit applications are usually processed simultaneously with applications requesting rezoning or changes to proffer amendments.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Planning Office
Zoning Division
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6830
Fax: (703) 792-4758

Telephone, Electric and Gas Installation Permits

Permits are required to install telephone lines. These permits are in addition to a building permit and require one application form: Underground Utility Line Permit.

FOR FURTHER INFORMATION, CONTACT:
Prince William County Planning Office
Zoning Division
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-8154
Fax: (703) 792- 4758

Trade Name Registration (Fictitious Name)

Any person, partnership, limited liability company or corporation may transact business under a name that is not its real name. To do so, an assumed or "fictitious name" must be registered in the appropriate jurisdiction. A business does not need to register a fictitious name if it is conducting business under the owner's name. If the business is operating under a fictitious name, it must file a fictitious name registration form with the Clerk of the Circuit Court Public Service Division. A copy of the fictitious name registration is required to apply for a Business License, a Certificate of Occupancy, or Home Occupation Certificate.

FOR FURTHER INFORMATION, CONTACT:
Clerk of the Prince William Circuit Court
Public Service Division
Old Courthouse
9248 Lee Avenue, First Floor
Manassas, Virginia 20110
Telephone: (703) 792-6045

Wastewater Discharge Permit

Considerations for issuing a discharge permit to a business:

- Is the business a Categorical Industrial User as defined by the Federal Environmental Protection Agency (EPA)?
- Is the average daily discharge of processed water 25,000 gallons or more?
- Does the discharge contribute 5% or more of the dry weather hydraulic or organic capacity within the Prince William County Service Authority or the Upper Occoquan Service Authority area?
- Does the discharge pose a potential for adversely affecting the Service Authority's plant, the public or cause the plant to violate its own discharge permit?

For Businesses Located in Western Prince William County

Businesses in Prince William County are regulated by two different agencies, the Upper Occoquan Sewage Authority (UOSA) and the Prince William County Service Authority (PWCSA). All businesses discharging water and located in western Prince William County locations must notify UOSA to determine whether a Wastewater Discharge Permit is required.

UOSA serves the general areas of Bull Run (eastern boundary), Fauquier County Line (western boundary), Loudoun County Line (Northern Boundary), and Occoquan Creek (Southern Boundary).

DOING BUSINESS IN PRINCE WILLIAM COUNTY

Brentsville, Bristow, Haymarket, Lake Jackson, Lake Manassas, Manassas City, Manassas Park and Nokesville are among the best known communities served by UOSA.

The UOSA issues Wastewater Discharge Permits for western Prince William in response to requirements of the Federal Clean Water Act Pretreatment Program. UOSA provides information to businesses on wastewater discharge; federal, state and local regulatory/code requirements; and applications for Wastewater Discharge Permits.

There is no fee for a Wastewater Discharge Permit; however, installation of wastewater management equipment is sometimes necessary in order to meet the standards. In that situation, the business bears the cost of the equipment and installation.

FOR FURTHER INFORMATION, CONTACT:

Upper Occoquan Sewage Authority
Pretreatment Coordinator
1463 Compton Road
Centreville, Virginia 20121-2506
Telephone: (703) 830-2200 Ext. 432

For Businesses Located in Eastern Prince William County

All businesses discharging waste water in eastern Prince William County locations must notify the Prince William County Service Authority (PWCSA) to determine if a Wastewater Discharge Permit is required. While PWCSA provides service to all of Prince William County, it issues wastewater discharge permits for all other areas not covered by Upper Occoquan Service Authority (UOSA). PWCSA does not issue waste water permits for Dale City.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Service Authority (PWCSA)
Division of Engineering and Wastewater
PO Box 2266
Woodbridge, Virginia 22195-2266
Telephone: (703) 335-7900 URL: www.pwcsa.com

Businesses planning to operate in Dale City, an independent jurisdiction of the County, must show evidence of having paid their tap fee for wastewater discharge before they receive a building permit. Businesses obtain a wastewater discharge permit from the Virginia Department of Environmental Quality (DEQ).

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Environmental Quality
Northern Virginia Office — Pre-Treatment Coordinator
13901 Crown Court
Woodbridge, Virginia 22193
Telephone: (703) 583-3800
URL: www.deq.virginia.gov

Wetlands and Waterways

Prince William County is located within the Chesapeake Bay Watershed. All of the County's creeks and streams flow into the Potomac River and ultimately the Chesapeake Bay. As part of the County's commitment to protect the Bay, Prince William County adopted the Chesapeake Conservation Act in 1990. This Act offers guidelines and requirements to protect and improve the water that flows into the Chesapeake Bay.

Vegetated areas along water bodies, such as lakes, streams, rivers, marshes or shoreline, are known as Riparian buffers. Most of these buffers are included as Resource Protection Areas (RPAs) under the Bay Act. RPA includes land area 100 feet back from the stream bank or edge of wetlands adjacent to the stream. RPA areas are protected under state law and local ordinances. In general, no development, land disturbance or vegetation removal is allowed in the RPA.

With approval by the Department of Public Works, businesses can selectively remove vegetation within the 100-foot buffer for the following reasons:

- To provide limited water views (must be replaced with other lower growing vegetation to provide equivalent water quality protection)
- To create a water access path, as long as it does not cause erosion
- To remove dead, dying or diseased trees and shrubs, and to remove noxious weeds or invasive exotic plants
- To provide for shoreline erosion control, providing that the buffer is replanted with native, woody vegetation

For water dependent uses, such as docks, piers, and outfalls you must call the Prince William County's Department of Public Works, Division of Environmental Services, Watershed Management Branch, prior to any cutting or clearing within an RPA buffer area at (703) 792-7070.

Business owners may not:

- Develop if there is a sufficient buildable area outside the 100-foot buffer area or if the property was subdivided after Prince William County adopted the Chesapeake Bay Act of 1990;
- Clear cut vegetation;
- Fill or grade the land within the buffer;
- Applying of pesticides and fertilizers within the buffer is discouraged.

The Bay Act also designates Resource Management Areas (RMAs). RMAs include flood plains, highly erodible soils (including steep slopes), highly permeable soils, non-tidal wetlands not included in RPAs and any other lands that the County deems necessary to help protect the quality of water resources. Development is permitted within RMAs, but must adhere to the criteria established in the County's Comprehensive Plan.

Businesses that want to build or disturb the RPA on their property must contact the Prince William County Department of Public Works, Division of Environmental Services, Watershed Management Branch. The RPA request process may include a public hearing or administrative process depending on the exception requested.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Public Works
Environmental Services Division - Watershed Management Branch
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-7070
Fax: (703) 792-6297

(For additional information on state and federal requirements see state and federal sections of this Guide).

Zoning

Prince William County uses zoning to regulate land use; the size and coverage of lots; the height, bulk, and site of buildings; and the density of development. All commercial property must be zoned for the purpose for which it is being used. No new construction, or building modifications, can start, and no permits, licenses or other approvals can be issued until zoning has been approved. If a property is not zoned for the proposed business, application must be made for rezoning.

FOR FURTHER INFORMATION, CONTACT:
Prince William County Planning Office
Zoning Division
5 County Complex Court
Prince William, Virginia 22192-9201
Telephone: (703) 792-8154
Fax 703-792-4758

VIRGINIA

Air Pollution Control

The Virginia Department of Environmental Quality (DEQ) inspects businesses that are regulated based on the air pollution they generate. The Department's air pollution control regulations cover:

- a) stationary sources, such as industrial facilities and other establishments that generate air pollution;
- b) mobile sources, such as cars; and
- c) construction and development activities that generate dust and smoke (e.g., open burning of land clearing debris). DEQ also investigates air pollution complaints.

FOR FURTHER INFORMATION, CONTACT:
Virginia Department of Environmental Quality
Northern Virginia Office — Air Division
13901 Crown Court
Woodbridge, Virginia 22193
Telephone: (703) 583-3845
Fax: (703) 583-3841
URL: www.deq.virginia.gov

Alcohol Beverage Licenses

Retail outlets (e.g., convenience stores, drug stores, grocery stores, hotels and restaurants) selling or serving alcoholic beverages must be licensed by the Virginia ABC Board.

FOR FURTHER INFORMATION, CONTACT:
Virginia ABC Board
Northern Virginia Regional Office
6308 Grovedale Drive
Alexandria, Virginia 22310
Telephone: (703) 313-4432
Fax: (703) 313-4444
URL: www.abc.virginia.gov

Certificate of Authority for Firms Incorporated Outside of Virginia

A company choosing to incorporate in Virginia must file its articles of incorporation with the State Corporation Commission (SCC) and pay the required charter and filing fees. The application must be accompanied by a certified copy of the corporation's certificate or articles of incorporation, including all amendments recently authenticated by the Secretary of State or other public official having custody of corporate records in the state or county under whose laws the corporation is organized.

The charter fee for a stock corporation is based on the number of authorized shares of stock shown in the articles of incorporation. There is a different fee for corporations organizing under the Virginia Nonstock Corporation Act.

FOR FURTHER INFORMATION, CONTACT:
Virginia State Corporation Commission
Clerk's Office
PO Box 1197
Richmond, Virginia 23218
Telephone: (804) 371-9733
Toll Free: 1-866-722-2551
URL: www.scc.virginia.gov

Child Care Licenses

Individuals caring for six or more children must obtain a Virginia State Family Child Care License.

FOR FURTHER INFORMATION, CONTACT:
Virginia Department of Social Services
Division of Licensing
170 W. Shirley Avenue, Suite 200
Warrenton, Virginia 20186
Telephone: (540) 347-6345 or (877) 769-6350

Employment Public Notice Requirements

Virginia law requires employers operating in Virginia to display notices at their place of employment. State and federal notices may be downloaded and printed by going to the Virginia Department of Labor web site at www.doli.state.va.us.

The following is a list of required state notices:

Occupational Safety and Health

NOTICE CAN BE OBTAINED FROM:
Virginia Department of Labor and Industry
Virginia Occupational Safety and Health Program
13 South Thirteenth Street
Richmond, Virginia 23219
Telephone: (804) 786-8011
URL: www.doli.virginia.gov

Unemployment Insurance

NOTICE CAN BE OBTAINED FROM:
The Virginia Employment Commission
703 East Main Street
Richmond, Virginia 23219
Telephone: (804) 786-1485 URL: www.vec.state.va.us

Workers' Compensation Insurance

NOTICE CAN BE OBTAINED FROM:

Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, Virginia 23220
Telephone: (804) 367-8699
or (877) 644-2566
Fax: (804) 367-9740
URL: www.vwc.state.va.us

FOR FURTHER INFORMATION ON DISPLAYING PUBLIC NOTICES, CONTACT:

Northern Virginia Regional Department of Labor and Industry
10515 Battlevue Parkway
Manassas, Virginia 20109
Telephone: (703) 392-0900
Fax: (703) 392-0308
URL: www.doli.virginia.gov

Flood Plains

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Conservation and Recreation
Storm Water Management Program Coordinator
203 Governor Street, Suite 206
Richmond, Virginia 23219-2019
Telephone: (804) 786-1712
Fax: (804) 786-1798
E-mail: pco@dcr.virginia.gov
URL: www.dcr.state.va.us/

Franchise Registration

The Virginia State Corporation Commission is responsible for franchise registration requirements.

FOR FURTHER INFORMATION, CONTACT:

Virginia State Corporation Commission
Securities and Retail Franchising Division
PO Box 1197
Richmond, Virginia 23218-1197
Telephone: (804) 371-9051 or (800) 552-7945
Fax: (804) 371-9911
URL: www.scc.virginia.gov/srf

Hazardous Waste

The Department of Environmental Quality is the primary agency in Virginia responsible for administering and enforcing state and federal laws and regulations pertaining to the proper treatment, storage, and disposal of solid and hazardous waste. The DEQ is authorized by the Environmental Protection Agency to oversee the businesses that generate or transport hazardous waste in Virginia. Facilities that generate hazardous waste should contact the Department of Environmental Quality to check on the regulations that apply to them.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Environmental Quality
Northern Virginia Regional Office- Waste Division
13901 Crown Court
Woodbridge, Virginia 22193
Telephone: (703) 583-3800
Fax: (703) 583-3821
URL: www.deq.virginia.gov

Incorporation

A company choosing to incorporate in Virginia must file its articles of incorporation with the State Corporate Commission (SCC) and pay the required charter and filing fees. To find out more about incorporating in Virginia, as either a stock or a nonstock corporation,

CONTACT:

Virginia State Corporation Commission
Clerk's Office
PO Box 1197
Richmond, Virginia 22318-1197
Telephone: (804) 371-9733 or Toll Free: 1-866-722-2551
URL: www.scc.virginia.gov

Labor Regulations

Child Labor Work Permits

With limited exceptions, children under the age of fourteen are not permitted to work as employees of a commercial enterprise. All adolescents under the age of 16 must have an employment certificate (work permit) to work as an employee. They may obtain the required "Intention to Employ" and "Permission for Employment" forms from a local high school. Adolescents 16 and older may work as employees without restriction to age.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Labor and Industry
Northern Virginia Region
10515 Battleview Parkway
Manassas, Virginia 20109
Telephone: (703) 392-0900
Fax: (703) 392-0308
URL: www.doli.virginia.gov

Equal Pay

Under the Equal Pay Act of 1963, employers may not discriminate compensation on the basis of gender for equal work requiring equal skill, effort and responsibility, and performed under similar working conditions. There are exceptions to this legislation.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Labor and Industry
Northern Virginia Region
10515 Battleview Parkway
Manassas, Virginia 20109
Telephone: (703) 392-0900
Fax: (703) 392-0308
URL: www.doli.virginia.gov

Minimum Wage

Virginia employees not covered by the Federal Fair Labor Standards Act (FLSA) are covered by Virginia Minimum Wage law if employer has four or more employees and is not specifically excluded.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Labor and Industry
Northern Virginia Region
10515 Battleview Parkway
Manassas, Virginia 20109
Telephone: (703) 392-0900
Fax: (703) 392-0308
URL: www.doli.virginia.gov

Payroll and Wages

Employers in Virginia must establish regular pay periods and rates of pay for all employees except executive personnel. Salaried employees are paid at least once a month. Employees paid on an hourly rate, must be paid once every two weeks or twice a month. The minimum wage is governed by both the Federal Fair Labor Standards Act (FLSA) and the State Minimum Wage Act.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Labor and Industry
Northern Virginia Region
10515 Battleview Parkway
Manassas, Virginia 20109
Telephone: (703) 392-0900
Fax: (703) 392-0308
URL: www.doli.virginia.gov

Rights of Persons with Disabilities

The Virginians with Disabilities Act (VDA) protects the civil rights of persons with disabilities. Among other things, VDA prohibits employers from discriminating against job applicants or employees on the basis of disability and require employers to provide reasonable adaptations to accommodate a person's known physical and mental impairment.

FOR FURTHER INFORMATION, CONTACT:

The Virginia Office for Protection and Advocacy
1910 Byrd Avenue, Suite 5
Richmond, Virginia 23230
Telephone: (804) 225-2042 or (800) 552-3962 (in Virginia, voice or TDD)
Fax: (804) 662-7057
E-mail: general.vopa@vopa.virginia.gov
URL: www.vopa.state.va.us

Right-to-Work Law

Virginia is a Right-to-Work state. The law prohibits a closed shop, where employers may hire only members of the contracting union and a union shop, where the employee who is not a member of a union must join after a certain period of employment and must remain a member as a condition of employment.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Labor and Industry
 Northern Virginia Region
 10515 Battlevue Parkway
 Manassas, Virginia 20109
 Telephone: (703) 392-0900
 Fax: (703) 392-0308
 URL: www.doli.virginia.gov

Unemployment Insurance

In Virginia, industrial and commercial employers must register with the Virginia Employment Commission and pay the unemployment insurance tax if they have one or more persons employed for some portion of a day for 20 or more weeks during a calendar year, or if they pay wages of \$1,500 or more in a calendar quarter. Under Virginia law, the entire cost is paid by the employer.

FOR FURTHER INFORMATION, CONTACT:

Virginia Employment Commission
 Employer Accounts
 13370 Minnieville Road
 Woodbridge, Virginia 22192
 Telephone: (703) 897-0407
 Fax: (703) 897-0440
 E-mail: princewilliam@vec.virginia.gov
 URL: www.vec.virginia.gov

Worker's Compensation Insurance

Employers in Virginia must carry workers' compensation insurance with a private insurance carrier; have a certificate of self-insurance issued by the Virginia Workers' Compensation Commission; or be a member of a group of a self-insurance association approved by the State Corporation Commission, if they have three or more employees regularly in service in the same business in Virginia.

FOR FURTHER INFORMATION, CONTACT:

Manassas Regional Office
 7900 Sudley Road, Suite 619
 Manassas, Virginia 20109
 Telephone: (703) 257-7994
 Fax: (703) 257-7246
 URL: www.vwc.state.va.us

Occupation and Business Licensing

A number of occupations and businesses in Virginia require licensing through state agencies. Listed below are some of the occupations and businesses requiring state licensing. This list may not be all inclusive. Periodically the General Assembly expands the number of professions and occupations that require licenses. To learn more about license requirements contact the following agencies:

AGRICULTURAL PRODUCTS DEALERS	Dept. of Agricultural and Consumer Services	(804) 786-2373
ARCHITECTS	Dept. of Professional and Occupational Regulation	(804) 367-8506
ASBESTOS CONTRACTORS	Dept. of Professional and Occupational Regulation	(804) 367-8595
ATTORNEYS	Virginia State Bar Association	(804) 775-0500
AUCTIONEERS	Dept. of Professional and Occupational Regulation	(804) 367-8506
BARBERS	Dept. of Professional and Occupational Regulation	(804) 367-8509
BODY PIERCERS	Dept. of Professional and Occupational Regulation	(804) 367-8509
BOXERS (PROFESSIONAL)	Dept. of Professional and Occupational Regulation	(804) 367-0186
BRANCH PILOTS	Dept. of Professional and Occupational Regulation	(804) 367-8514

Occupation and Business Licensing (continued)

CEMETERY COMPANIES	Dept. of Professional and Occupational Regulation	(804) 367-0115
CERTIFIED PUBLIC ACCOUNTANTS	Dept. of Professional and Occupational Regulation	(804) 367-8500
CONTRACTORS	Dept. of Professional and Occupational Regulation	(804) 367-8511
COSMETOLOGISTS	Dept. of Professional and Occupational Regulation	(804) 367-8509
DENTISTRY	Virginia Department of Health Professions	(804) 367-4538
DRY CLEANERS	Virginia Department of Environmental Quality	(703) 583-3800
EMPLOYMENT AGENCIES	Dept. of Professional and Occupational Regulation	(804) 367-8500
ESTHETICIANS	Dept. of Professional and Occupational Regulation	(804) 367-8509
ENGINEERS	Dept. of Professional and Occupational Regulation	(804) 367-8500
FAIR HOUSING	Dept. of Professional and Occupational Regulation	(804) 367-8500
FUNERAL DIRECTORS	Virginia Department of Health Professions	(804) 367-4479
GEOLOGISTS	Dept. of Professional and Occupational Regulation	(804) 367-0524
HAIR BRAIDERS	Dept. of Professional and Occupational Regulation	(804) 367-8500
HEALTH CARE PROVIDERS	Virginia Department of Health Professions	(804) 367-4600
HEARING AID SPECIALISTS	Dept. of Professional and Occupational Regulation	(804) 367-8509
HVAC WORKERS	Dept. of Professional and Occupational Regulation	(804) 367-8511
HOME INSPECTORS	Dept. of Professional and Occupational Regulation	(804) 367-8595
INSURANCE AGENTS/BROKERS/AGENCIES	Dept. of Professional and Occupational Regulation	(804) 367-8500
INTERIOR DESIGNERS	Dept. of Professional and Occupational Regulation	(804) 367-8506
LAND SURVEYORS	Dept. of Professional and Occupational Regulation	(804) 367-8506
LANDSCAPE ARCHITECTS	Dept. of Professional and Occupational Regulation	(804) 367-8506
LEAD WORKERS	Dept. of Professional and Occupational Regulation	(804) 367-8595
MASSAGE THERAPISTS	Virginia Department of Health Professions	(804) 367-4670
MEDICAL DOCTORS	Virginia Department of Health Professions	(804) 367-4600
MOTOR VEHICLE DEALERS	Virginia Motor Vehicle Dealer Board	(804) 367-1100
NAIL TECHNICIANS	Dept. of Professional and Occupational Regulation	(804) 367-8509
ONSITE SEWAGE SYSTEM PROFESSIONALS	Dept. of Professional and Occupational Regulation	(804) 367-8595
OPTICIANS	Board for Optometry	(804) 367-4508
OUTDOOR ADVERTISING	Dept. of Transportation	(804) 786-0705
PESTICIDE APPLICATORS	Dept. of Agriculture and Consumer Services	(804) 786-2372
PHARMACISTS	Virginia Department of Health Professions	(804) 367-4456
PODIATRISTS	Virginia Department of Health Professions	(804) 367-4600
POLYGRAPH EXAMINERS	Dept. of Professional and Occupational Regulation	(804) 367-8506
PRIVATE SECURITY FIRMS	Dept. of Criminal Justice Services	(804) 786-4000
PROFESSIONAL COUNSELORS	Virginia Department of Health Professions	(804) 367-4610
PROPERTY REGISTRATION/COMMUNITY	Dept. of Professional and Occupational Regulation	(804) 367-8510
REAL ESTATE BROKERS/APPRAISERS	Dept. of Professional and Occupational Regulation	(804) 367-2039
REAL ESTATE PROPERTY MANAGERS	Dept. of Professional and Occupational Regulation	(804) 367-8526
SOIL SCIENTISTS	Dept. of Professional and Occupational Regulation	(804) 367-8506
TATTOO ARTISTS	Dept. of Professional and Occupational Regulation	(804) 367-8509
TRADE, BUSINESS SCHOOLS	State Council on Education	(804) 371-2938
VETERINARY MEDICINE	Virginia Department of Health Professions	(804) 367-4497
WASTE MANAGEMENT FACILITY	Dept. of Professional and Occupational Regulation	(804) 367-8595
WATER/WASTEWATER OPERATORS	Dept. of Professional and Occupational Regulation	(804) 367-2176
WAX TECHNICIANS	Dept. of Professional and Occupational Regulation	(804) 367-8509
WETLAND DELINEATORS	Dept. of Professional and Occupational Regulation	(804) 367-8506
WRESTLERS (PROFESSIONAL)	Dept. of Professional and Occupational Regulation	(804) 367-0186

Partnerships

General and limited partnerships are formed through legal agreements that must comply with the Virginia Code.

FOR FURTHER INFORMATION, CONTACT:
 Virginia State Corporation Commission
 PO Box 1197
 Richmond, Virginia 23218
 Telephone: (804) 371-9733 or (800) 552-7945
 URL: www.scc.virginia.gov

Special State Permits

Producers of the following goods and services are required to obtain special permits or satisfy particular regulations of state or local governments in Virginia:

- Animal remedies
- Beverages
- Commercial animal feed
- Contract animal feed meat products for interstate sale
- Cotton
- Dairy products
- Fertilizers
- Food products
- Honey Bees
- Ice cream & similar frozen products
- Liming materials
- Lumber
- Milk and milk products
- Mulch
- Nursery stock
- Pesticides
- Poultry products for interstate sale
- Storage of apples in controlled atmospheres
- Water (bottled)

Dealers, warehouses, packers, processors, shippers and exporters who are the first handlers of the following commodities must obtain permits:

- Apples, including controlled ginseng
- Atmospheric storage
- Beef
- Bulk grains
- Eggs
- Firewood
- Fluid dairy products
- Grain (All Virginia grains)
- Logs
- Nursery stock
- Peanuts
- Pork
- Seafood

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Agriculture and Consumer Services
 Oliver Hill Building
 102 Governors Street
 Richmond, Virginia 23219
 Telephone: (804) 786-2373
 URL: www.vdacs.virginia.gov

Trademark Registration

Any entity that owns and uses a trademark in commerce in Virginia may file an application for trademark registration with the Virginia State Corporation Commission.

FOR FURTHER INFORMATION, CONTACT:

Virginia State Corporation Commission
 Securities and Retail Franchising Division
 PO Box 1197
 Richmond, Virginia 23218
 Telephone: (804) 371-9051
 URL: www.scc.virginia.gov/divsion/srf

Virginia Business Portal

The Virginia Business Portal (virginia.gov/cmsportal3/business) is an online library of information and resource links for entrepreneurs and businesses. It is conveniently organized by: Starting a Business, Running a Business, Resources to Help Businesses, and Governmental Programs Impacting Business. An Economic Development category is also available to assist prospective new-to-Virginia businesses in understanding incentive and regulatory programs.

FOR FURTHER INFORMATION CONTACT:

Virginia Business Information Center

Toll Free: 1-866 -248-8814

Phone: (804) 371-0058

Email: vbic@vdba.virginia.gov

Wetlands and Waterways

The Virginia Department of Environmental Quality (DEQ) regulates a variety of activities, which require special permits, including:

- Dredging, filling or discharging any pollutant into or adjacent to surface waters;
- Excavating in wetlands;
- Conducting activities that cause draining or other effects, which significantly alters or degrades existing wetland acreage or functions;
- Filling or dumping; and
- Permanent flooding or impounding

Virginia DEQ permits must be obtained *in addition* to any required Federal permits. This includes projects that require a Clean Water Act Section 404 Permit, Rivers and Harbors Act Section 10 Permit, a Federal Energy Regulatory Commission license, and projects not requiring federal permits.

There is a state general permit that eliminates much of the duplication of effort that otherwise occurs between the Virginia DEQ and the US Army Corps of Engineers permitting programs.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Environmental Quality

Northern Virginia Office — Pollution Control Division

3901 Crown Court

Woodbridge, Virginia 22193

Telephone: (703) 583-3800

Fax: (703) 583-3821

URL: www.deq.virginia.gov

FEDERAL

Employment Eligibility

The Immigration and Control Act of 1986 governs practices related to the employment of unauthorized aliens. Employers must complete an Employment Eligibility Verification Form (I-9) for every employee within three business days of the employee's date of hire.

FOR FURTHER INFORMATION, CONTACT:

USCIS

Washington District Office

2675 Prosperity Avenue

Fairfax, VA 22031

US Department of Homeland Security

US Citizenship and Immigration Services

Telephone: Employer Hotline (800) 357-2099

Fax: (202) 305-2523

URL: www.uscis.gov

Employer Identification Number

The federal government requires all businesses to have an Employer Identification Number, whether or not they have employees. These include corporations, nonprofit organizations, partnerships, plan administrators, trusts and estates.

Sole proprietorships also must obtain Employer Identification Numbers if they pay wages to one or more employees; are required to pay excise or highway use taxes; are required to file any document with the Internal Revenue Service (IRS); or are required to withhold taxes on income (other than wages) paid to a non-resident alien (unless specifically exempt by special visa).

To apply for an Employer Identification Number, an SS-4 form must be submitted to the IRS.

FOR FURTHER INFORMATION, CONTACT:

US Internal Revenue Service

1 Skyline Place

5205 Leesburg Pike, Room 900

Falls Church, Virginia 22041

Telephone: (800) 829-4933

URL: www.irs.gov

Employment Public Notice Requirements

Employers operating in Virginia are required by federal law to display certain posters at their place of employment. Listed below are required state posters. Refer to the Virginia Employment Public Notice Requirements of this section of the directory. State and federal notices may be downloaded and printed from the "Information Center" on the Virginia Department of Labor web site at www.doli.state.va.us.

Davis-Bacon Act and The Contract Work Hours and Safety Standards Acts

Notice to all Employees Working on Federal or Federally Financed Construction Projects (WH Publication 1321). All construction contractors and subcontractors working on federally financed construction, where the project is \$2,000 or more, must post this notice at the job site along with a copy of the specification section of their contract with the federal government setting forth applicable prevailing wage rates for laborers and mechanics as determined by the Secretary of Labor. The poster sets forth minimum wage and overtime information for laborers and mechanics.

THIS NOTICE MAY BE OBTAINED FROM:

US Department of Labor
Wage and Hour Division
Employment Standards Administration
400 N. Eighth Street, Room 416
Richmond, Virginia 23240
Telephone: (866) 487-9243
URL: www.dol.gov

Equal Employment Opportunity

This notice combines all relevant information regarding employee rights under Title VII of the Civil Rights Act of 1964; The Age Discrimination in Employment Act of 1967; The Equal Pay Act of 1963; and other Equal Employment Opportunity laws as amended. It must be posted by:

- All employers with 15 or more employees;
- All government contractors and subcontractors regardless of employees count;
- Federal, state, and local governments regardless of employee count;
- Employment agencies serving such employers; and
- Labor organizations with 25 or more members.

THIS NOTICE MAY BE OBTAINED FROM:

US Department of Labor
Richmond Area Office — Equal Employment Opportunity Commission
830 East Main Street, 6th Floor
Richmond, Virginia 23219
Telephone: (804) 771-2200
URL: www.dol.gov

Fair Labor Standards Act

This notice sets forth the federal minimum wage and the payment of time and a half for overtime hours for covered and nonexempt employees. It summarizes regulations governing the employment of minors under the age of 18. It must be posted by employers who are covered by the Act.

THIS NOTICE MAY BE OBTAINED FROM:

US Department of Labor
Wage and Hour Division
Employment Standards Administration
400 North Eighth Street, Room 416
Richmond, Virginia 23240
Telephone: (866) 487-9243
URL: www.dol.gov

Family Medical Leave Act (FMLA)

This notice advises employees of their right to have up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons.

THIS NOTICE MAY BE OBTAINED FROM:

US Department of Labor
Wage and Hour Division — Employment Standards Administration
400 North Eighth Street, Room 416
Richmond, Virginia 23240
Telephone: (866) 487-9243 URL: www.dol.gov

Migrant and Seasonal Agricultural Worker Protection Act (MISPA)

This notice, prepared by the Department of Labor, explains the rights and protections for workers under the Migrant and Seasonal Agricultural Worker Protection Act.

THIS NOTICE MAY BE OBTAINED FROM:

Virginia Employment Commission
Richmond East Field Office
3751 Nine Mile Road, Suite A
Richmond, Virginia 23223
Telephone: (804) 236-3500
Toll Free: (866) 487-9243
Fax: (804) 236-3540
URL: www.vec.state.va.us

Polygraph Protection Act

This notice advises employees of their rights regarding lie detector tests for pre-employment screening or during the course of employment.

THIS NOTICE MAY BE OBTAINED FROM:

US Department of Labor — Wage and Hour Division
Employment Standards Administration
400 North Eighth Street, Room 416
Richmond, Virginia 23240
Telephone: (866) 487-9243
URL: www.dol.gov

Walsh-Healey Public Contracts Act or McNamara-O'Hara Service Contract Act

This is a notice to employees working on government contracts (WH Publication 1313), and advises that they may be entitled to receive certain minimum wages, fringe benefits, and overtime compensation. It also contains safety/health regulations and child labor requirements. It must be posted by any company performing government contract work subject to the Service Contract Act or Public Contracts Act.

THIS NOTICE MAY BE OBTAINED FROM:

US Department of Labor — Wage and Hour Division
Employment Standards Administration
400 North Eighth Street, Room 416
Richmond, Virginia 23240
Telephone: (866) 487-9243
URL: www.dol.gov

Flood Plains

Disturbances to flood plain areas may require a flood hazard use permit. For those businesses that contain a 100 year-old flood plain on their site, the owner will need to adhere to county and federal flood plain regulations which require study of the flood plain and map revisions where they plan to develop. A business is also required to obtain permission from the Federal Emergency Management Agency (FEMA) if changes to the flood plain area are proposed. Prince William County Department of Public Works will advise if FEMA needs to be contacted.

Occupation and Business Licenses

The federal government issues licenses in certain government-regulated industries.

FOR FURTHER INFORMATION, CONTACT:

**Alcohol, Tobacco and Firearms
Production or Sales**

US Bureau of Alcohol, Tobacco and Firearms
650 Massachusetts Avenue, N.W.
Washington, D.C. 20226
Telephone: (202) 927-7777
URL: www.atf.treas.gov

Broadcasting

US Federal Communications Commission
445 12th Street S.W.
Washington, DC 20554
Telephone: (888) 225-5322
URL: www.fcc.gov

**Food, Pharmaceutical, Medical Device
and Cosmetics Production**

US Food and Drug Administration
5600 Fishers Lane
Rockville, Maryland 20857
Telephone: (888) 463-6332
URL: www.fda.gov

Securities Sales

US Securities and Exchange Commission
100 F Street, NE
Washington, DC 20549
Telephone: "Instant Information"
(202) 942-8088
E-mail: help@sec.gov
URL: www.sec.gov

Wetlands and Waterways

Federal regulations are administered by the US Army Corps of Engineers. Regulations include impacts to wetlands and streams, dredging or other work in navigable waters, water quality, endangered species and cultural and historic resources. The permit process may take several months.

FOR FURTHER INFORMATION, CONTACT:

US Army Corps of Engineers
Environmental Scientist for Prince William County
18139 Triangle Plaza
Suite 213
Dumfries, Virginia 22026
Telephone: (703) 221-9736
Fax: (703) 221-6575
URL: www.usace.army.mil/

BUSINESS TAXES

- ◆ PRINCE WILLIAM COUNTY
- ◆ VIRGINIA
- ◆ FEDERAL

BUSINESS TAXES

In Virginia, counties and cities are separate taxing entities. A company pays either county or city taxes depending on its location. If it is located within the corporate limits of a town, it is subject to town taxes in addition to county levies. Items taxed at the state level are not taxed at the local level.

Virginia's major state taxes include the corporate income tax and the sales and use tax. The major local taxes include the real estate tax, business license and business personal property tax. Many communities levy a modest consumer's tax on utility purchases.

PRINCE WILLIAM COUNTY TAXES

Business, Professional and Occupational License Tax (BPOL)

All businesses (including home-based businesses and self-employed individuals) operating in Prince William County whose gross receipts (or purchases in the case of wholesale merchants) exceed \$100,000 or more in a calendar year, must obtain a Business, Professional and Occupational License (BPOL).

The BPOL is a county-levied tax based on the gross receipts of the previous calendar year. As a general rule, no expenditures, "pass-through" or other costs of doing business of any kind may be deducted from the gross receipts.

The BPOL ordinance stipulates that, "Businesses with incomes of \$100,000 or more in gross receipts must pay a tax based on the tax rate for their business classification." You may access the tax rate chart from the County web site (www.pwcgov.org).

New businesses (including home businesses) must apply for a license and pay the license fee (or BPOL tax) within 30 days from starting business in the County. Businesses issued a license for the preceding year must apply for a license and pay the license fee no later than March 1.

There is no BPOL tax or business license requirement for businesses that do not expect gross receipts, or purchases in the case of wholesale merchants, to exceed \$100,000 for the license year. **For** those businesses, a no-cost business license will be issued after a Certificate of Occupancy or Home Occupation Certificate has been issued by the Planning Department.

The following occupations and businesses are exempt from paying the BPOL tax:

- Banks
- Farmers
- Insurance companies
- Newspapers
- TV and radio
- Non-profit businesses exempt from federal taxes
- Residential and commercial property owners
- Wholesale manufacturers

BPOL Tax Schedule

The license tax for businesses that began operations in the County after January 1 of the calendar year becomes due immediately and payment must be made within 30 days of beginning business in the County. In subsequent years, the renewal application form is mailed automatically and due by March 1. New businesses must apply for a license and pay the BPOL tax within 30 days from the date of commencing business. Businesses issued a license for the preceding year must apply for a license and pay the license tax no later than March 1.

FOR FURTHER INFORMATION OR TO REQUEST FILING FORMS CONTACT:

Prince William County Department of Finance
Taxpayer Services
1 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6710 URL: www.pwcgov.org

City and Town BPOL Taxes

Business located in the towns of Dumfries, Quantico, Occoquan or Haymarket, or in the cities of Manassas or Manassas Park should contact these offices for business license tax requirements:

Town of Dumfries

Treasurer's Office
PO Box 56
Dumfries, Virginia 22026
Telephone: (703) 221-3400, ext 110

Town of Quantico

Town Treasurer
PO Box 152
415 Broadway Street
Quantico, Virginia 22134
Telephone: (703) 640-7411

Town of Haymarket

Town Clerk
15000 Washington Street, Suite 100
Haymarket, Virginia 20169
Telephone: (703) 753-2600

City of Manassas

Commissioner of Revenue
9027 Center Street, Room 104
Manassas, Virginia 20110
Telephone: (703) 257-8222

Town of Occoquan

Town Treasurer
PO Box 195
314 Mill Street
Occoquan, Virginia 22125
Telephone: (703) 491-1918

City of Manassas Park

Commissioner of Revenue
One Park Center Court
Manassas Park, Virginia 20111
Telephone: (703) 335-8825

Daily Rental Tax

A daily rental tax of 1% is imposed on the renting of items by businesses in the short-term rental business. Examples of short-term rentals are: video tapes, golf carts, bowling shoes and equipment rentals. The tax is collected from patrons. This tax is remitted on a quarterly basis and is in lieu of a property tax on such equipment.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Finance
Taxpayer Services
1 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6710

Personal Property Taxes

Tangible Business Personal Property Tax

In addition to the BPOL tax, all businesses must report office furniture and equipment located in the County as of January 1 of each year. Each business must file a return annually declaring a summary of cost values by purchase year.

The County mails the filing forms in February. They are due by April 15. Generally speaking, the tax is based on the purchase cost and year purchased. A depreciation schedule is applied and the property tax bill is generally mailed in August or September and is due by October 5.

Businesses located in any of the four towns in Prince William County (Dumfries, Haymarket, Occoquan and Quantico) may be subject to the same business tangible personal property tax as businesses in the County. Businesses located in these towns should contact their respective town offices for business personal property tax requirements, if any.

FOR FURTHER INFORMATION ON PERSONAL PROPERTY TAXES, CONTACT:

Prince William County Department of Finance
Taxpayer Services
1 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6710
URL: www.pwcgov.org/tax

COUNTER SERVICE (ONLY):

Sudley North Government Center
7987 Ashton Avenue
Manassas, Virginia 20109

ALSO AVAILABLE AT:

Dr. AJ Ferlazzo Building
15941 Donald Curtis Drive
Woodbridge, Virginia 22101

Real Estate Taxes

Prince William County levies three basic real estate taxes: Base levy, Fire and Rescue (County wide, except for the Town of Quantico) and the Gypsy Moth and Mosquito Control Levy.

FOR FURTHER INFORMATION, CONTACT:

Prince William County
Department of Finance
Real Estate Assessments
4379 Ridgewood Center Drive, Suite 203
Prince William, Virginia 22192
Telephone: (703) 792-6780
Fax: (703) 792-6775

Prince William County
Department of Finance
Taxpayer Services
1 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6710
Fax: (703) 792-4673

Telephone and Utility Taxes

Commercial users pay a tax on telephone land lines, cellular, and a tax on each access line to support the 911 emergency system. Commercial users also pay consumer and consumption taxes on natural gas and electricity usage. Current tax rates can be found on the County web site (www.pwcgov.org).

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Finance
Taxpayer Services
1 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6710

Transient Occupancy Tax

In addition to the State 5% sales tax, an additional 5% is collected by the lodging industry. This tax is collected from their patrons and is used to promote tourism in Prince William County.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Finance
Taxpayer Services
1 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6710

VIRGINIA TAXES

Annual Corporate Registration Fee

The annual registration fee for a stock corporation, either incorporated in Virginia or in another state, is based on the number of authorized shares of stock indicated in the corporate charter. The fee is assessed two months prior to the anniversary month of the corporation's date of incorporation or initial filing of its certificate of authority.

Corporations organized without capital stock pay an annual registration fee unless they incorporated before 1970 and were not subject to the annual fee at that time.

TO PAY ANNUAL REGISTRATION FEE, OR FOR FURTHER INFORMATION, CONTACT:

Virginia State Corporation Commission
Clerk's Office
PO Box 1197
Richmond, Virginia 23218-1197
Telephone: (804) 371-9733 or (866) 722-2551
URL: www.scc.virginia.gov

Corporate Income Tax

All corporations registered with the Virginia State Corporation Commission must file a corporate income tax return with the Virginia Department of Taxation. The corporate income tax rate is equal to 6% of a company's federal taxable income, with modifications and tax credits if applicable.

If the entire business of a corporation is transacted or conducted in Virginia, the tax rate is equal to 6% of the corporation's entire income (excluding minor modifications or tax credits against federal tax).

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Taxation
Office of Customer Service
PO Box 1115
Richmond, Virginia 23218-1115
Telephone: (804) 367-8037
URL: www.tax.virginia.gov

Income Tax Withholding

EMPLOYERS IN VIRGINIA MAY CONTACT THE VIRGINIA DEPARTMENT OF TAXATION REGARDING REGISTRATION AND GUIDELINES FOR WITHHOLDING STATE INCOME TAXES AT:

Virginia Department of Taxation
Office of Customer Services
PO Box 1115
Richmond, Virginia 23218-1115
Telephone: (804) 367-8037
URL: www.tax.virginia.gov

Intangible Property Taxes

Intangible property is taxed at the state level, and tangible property is taxed at the local level. It includes stocks, bonds, money and certain items not usually defined as intangible. In 1984, the Virginia General Assembly exempted intangible personal property from taxation by making the tax rate zero. Therefore, the following items are not taxed at the state or local level under the intangible property category:

- Inventory, including all materials used in a business, except merchants' inventory (the capital of merchants, however, is taxed at the local level);
- Tangible personal property used in manufacturing, mining, radio or television broadcasting, dairy and dry cleaning or laundry businesses (except machinery and tools, motor vehicles and delivery equipment);
- Office furniture, fixtures, computer equipment and aircraft of a manufacturer's corporate headquarters, regional offices or research and development facilities located in Virginia;
- Computer application software (defined as computer instructions, in any form, designed to be read by a computer and to enable it to perform specific operations with data or information stored by the computer);
- Money, bonds, notes and other evidences of debts, demands and claims, shares of stock, accounts receivable;
- Merchandise within a Virginia foreign trade zone; and
- Capital used in the commercial fishing business to harvest or catch fish. Fishing vessels, however, are classified as tangible personal property.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Taxation
Office of Customer Services
PO Box 1115
Richmond, Virginia 23218-1115
Telephone: (804) 367-8037
URL: www.tax.virginia.gov

Partnerships

Partnerships are exempt from the Virginia corporate income tax. Individual partners or sole proprietors report their income on their personal income tax return.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Taxation
Office of Customer Services
PO Box 1115
Richmond, Virginia 23218-1115
Telephone: (804) 367-8037
URL: www.tax.virginia.gov

Sales and Use Tax

Sales and Use Taxes apply to all sales, leases and rentals of tangible personal property that occur in Virginia. As of September 3, 2004, the tax is 5% (4% to state and 1% to locality). The use tax is complimentary to the sales tax and is imposed upon the use, consumption or storage of tangible personal property in Virginia. Typically, use tax applies to tangible personal property purchased from dealers outside Virginia who are not registered for the collection of Virginia sales tax. However, the use tax also applies to property purchased in Virginia upon which the sales tax was not paid at the time of purchase, lease or rental.

FOR FURTHER INFORMATION, DOWNLOADABLE TAX FORMS AND INFORMATION ABOUT EXEMPTIONS, DISCOUNTS, REFUNDS AND TAXES ON SMALL SALES (I.E. \$5 OR LESS), CONTACT:

Virginia Department of Taxation
Office of Customer Services
PO Box 1115
Richmond, Virginia 23212-1111
Telephone: (804) 367-8037
URL: www.tax.virginia.gov

Sole Proprietorships

Sole proprietorships are exempt from the Virginia corporate income tax. Individual partners or sole proprietors report their income on their personal income tax return.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Taxation
Office of Customer Services
PO Box 1115
Richmond, Virginia 23218-1115
Telephone: (804) 367-8037
URL: www.tax.virginia.gov

State Business Taxes (imposed in lieu of corporate income taxes)

Public Service Corporations: These companies, other than electricity suppliers, natural gas suppliers, pipeline distribution companies, railroads and telecommunications companies, are subject to a gross receipts tax.

Insurance companies: Are subject to a license tax on gross premiums.

State and national banks: Are subject to a franchise tax based on capital.

S corporations: Are required to file a Virginia Small Business Corporation Return of Income even though they are exempt from the Virginia corporate income tax.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Taxation
Office of Customer Services
PO Box 1115
Richmond, Virginia 23218-1115
Telephone: (804) 367-8037
URL: www.tax.virginia.gov

Tax Credits

Virginia allows the following credits against the corporate income tax:

Day Care Investment Tax Credit

Businesses may claim a tax credit equal to 25 percent of all expenditures incurred by a business for planning, site preparation, construction, renovation, acquisition of facilities or permanent equipment installed for the purpose of providing day care to be used primarily by the children of the business' employees. The maximum credit allowed to any one taxpayer is \$25,000. Any credit not usable for the taxable year may be carried over to the extent usable for the next three years. The Virginia Tax Commissioner at the Department of Taxation approves applications for this program.

Major Business Facility Job Tax Credit.

Credits for new job creation are available statewide for qualifying companies. Companies reaching certain employment thresholds will receive a \$1,000 credit for each qualifying job in excess of the threshold. The credit amount is taken in equal installments over three years (i.e., \$333 per year) and may be used to eliminate the entire state corporate income tax liability. Unused credits may be carried forward for up to ten years. The employment threshold for companies locating in enterprise zones or economically distressed areas is 50 net, new, fulltime jobs. For all other areas of the state, the threshold is 100 jobs. Credits are available for taxable years beginning on and after January 1, 1995, but before January 1, 2010.

Recycling Equipment Tax Credit

An income tax credit is available to manufacturers for the purchase of certified machinery and equipment used for processing recyclable materials in taxable years beginning on or after January 1, 1999, but before January 1, 2015. The credit is equal to 10 percent of the original total capitalized cost of the equipment. In any taxable year, the amount of credit allowed cannot exceed 40 percent of the company's Virginia income tax liability before the credit. The unused amount of the credit may be carried over for ten years. Eligible equipment is certified by the Virginia Department of Environmental Quality as integral to the recycling process.

Worker Retraining Tax Credit

Virginia employers will be eligible to receive an income tax credit equal to 30 percent of all expenditures made by the employer for eligible worker retraining. The credit has a statewide spending cap of \$2.5 million in any taxable year. Eligible worker retraining consists of courses at Virginia community colleges and private schools certified by the Department of Business Assistance, or retraining programs through apprenticeship agreements approved by the Virginia Apprenticeship Council.

FEDERAL TAXES

Income Tax Withholding

Employers with one or more employees may contact the US Internal Revenue Service (IRS) regarding guidelines for withholding federal income tax, social security tax and federal unemployment tax.

FOR FURTHER INFORMATION, CONTACT:

Telephone: (800) TAX-FORM or (800) 829-3676

For specific tax questions, call the IRS toll-free assistance number:

Business Tax Questions: (800) 829-4933

Individual Tax Questions: (800) 828-1040

URL: www.irs.gov

BUSINESS FINANCING

- ◆ PRINCE WILLIAM COUNTY
- ◆ VIRGINIA
- ◆ FEDERAL

PRINCE WILLIAM COUNTY

Prince William County Industrial Development Authority

The Prince William County Industrial Development Authority (PWCIDA) has the legislative authority to issue taxable and private activity tax-exempt bonds to finance the acquisition of land, building and new capital equipment for certain businesses and non-profit organizations located in or planning to relocate to Prince William County. Tax-Exempt Industrial Revenue Bonds, also known as Industrial Development Bonds or IDBs, are available to 501 (c) (3) nonprofit organizations and small manufacturing businesses that meet the qualifications and restrictions defined in the Federal Tax Code.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Industrial Development Authority
10530 Linden Lake Plaza, Suite 105
Manassas, Virginia 20109
Telephone: (703) 792-5500
Fax: (703) 792-5502

Private Non-Profit Capital Sources

Business Finance Group (BFG) Loans

Business Finance Group is a private, non-profit company that is certified by the US Small Business Administration as a 504 lender. The company assists growing small businesses with loans that help ensure a successful expansion. The BFG provides 504 loans that allow a small business to buy its own place of business (or long-term machinery and equipment) at a reasonable 20-year fixed rate of interest with as little as ten percent down payment. BFG works in partnership with a bank, which provides fifty percent of the financing in a first lien position. The 504 loan provides up to forty percent of the financing in a second lien position, and the business contributes as little as ten percent.

The BFG assists a variety of small businesses including:

- Assisted living facilities
- Day care centers
- Gas station/convenience stores
- Hotels/Motels
- Contractors
- Manufacturers
- Professionals (doctors, dentists, veterinarians, etc.)
- Restaurants
- Retailers

FOR FURTHER INFORMATION, CONTACT:

Business Finance Group, Inc.
Northern Virginia Office (Headquarters)
3930 Pender Drive, Suite 300
Fairfax, Virginia 22030
Telephone: (703) 352-0504
Fax: (703) 352-9100
URL: www.businessfinancegroup.org
E-mail: info@businessfinancegroup.org

Regional Venture Capital Sources

Active Angels Investors

Active Angel Investors (AAI) is a membership network of accredited investors who invest in seed-stage opportunities in the mid-Atlantic region, including northern Virginia. AAI meet 11 times throughout the year to consider two or three investment opportunities per meeting. The network will consider exclusively pre-institutional, early-stage investments and will typically lead the financing rounds. AAI

invests at least \$250,000 in early-stage companies in conjunction with other partners in Angel and Series A rounds of financing. For further information, visit www.activeangelinvestors.com.

Active Angel Investors - Vienna, VA. Active Angel Investors (AAI) invests in early-stage and expansion stage companies in the following sectors: business products and services, computers and peripherals, consumer products and services, financial services, IT services, media and entertainment, medical devices and equipment, and software. AAI prefers to invest within a four-hour drive of Washington, DC. For investment consideration go to www.newvantagegroup.com.

Jefferson Corner Group - Charlottesville, VA. Jefferson Corner Group invests in seed and start up stage companies in technologies industry. For consideration, contact Andrea Alms at andrea@spinnertech.com or 434.982.0852.

The Wedgwood Circle, LLC - Washington, DC. The Wedgwood Circle invests in seed and start up stage companies in the following sectors: film, music, television, publishing, theatre/performing, fashion, fine arts and computer/console gaming. Invests nationally. For consideration, contact Jenny White at Jennyw@claphamgroup.com. Phone: 703-425-2404, Fax: 703-896-3046, Address: 5272 Lyngate Ct. Suite 200, Burke VA 22015

Virginia Active Angel Network - Blacksburg, Charlottesville, Richmond, VA. Virginia Active Angel Network invests in Seed & Start-up and early stage companies in the following sectors: biotechnology, consumer products and services, electronics/instrumentation, industrial/energy, media and entertainment, medical devices and equipment and telecommunications. Virginia Active Angel Network prefers to invest within a four hour drive of Charlottesville and Blacksburg. For consideration, contact info@virginiaactiveangelnetwork.com or call 434-409-3383.

Capital Access Network

The Dingman Center for Entrepreneurship's Capital Access Network (CAN) provides start-up companies an opportunity to connect with active, accredited and private equity investors in the greater Washington, DC metropolitan area. CAN members are generally early-stage companies seeking between \$50,000 and \$1,500,000 of equity financing.

FOR FURTHER INFORMATION, VISIT: www.rhsmith.umd.edu/dingman.

VIRGINIA

Center for Innovative Technology (CIT)

The Center for Innovative Technology (CIT) has been creating technology-based economic development opportunities and strategies for the Commonwealth of Virginia since 1984.

CIT GAP FUND

Helps close Virginia's "funding gap" for pre-seed and seed-stage technology companies with its new Growth Acceleration Program, or GAP Family of Funds. The GAP Fund invests up to \$100,000 in early-stage technology companies with a high potential for technology commercialization, rapid growth and downstream private equity financing. The GAP Funds give companies access to CIT experts, who assist them in evaluating their prospects for debt and equity funding with institutional and angel investors. With a "funding roadmap" established, CIT guides qualifying, high-potential companies to take advantage of CIT's strategic relationships with a variety of early-stage investment organizations and individuals.

FOR FURTHER INFORMATION, CONTACT:

Center for Innovative Technology Headquarters
2214 Rock Hill Rd, Suite 600
Herndon, VA 20170-4228
Telephone: (703) 689-3000
Fax: (703) 689-3041
URL: <http://www.cit.org/programs/entrepreneur>

Governor's Economic Development Opportunity Fund

The Governor's Opportunity Fund (GOF) is designed as a "deal closing" fund to be employed at the Governor's discretion when necessary to secure a company location or expansion in Virginia. The GOF serves as a final resource for Virginia in the face of serious competition from other states or countries. The GOF grant is a negotiated amount determined by the Secretary of Commerce and Trade, based on the recommendation of VEDP and subject to the approval of the Governor. A GOF grant is awarded to the Virginia locality (county, city, town or Industrial/Economic Development Authority) for the benefit of the company, with the expectation that the grant will result in a favorable decision for the Commonwealth.

GRANTS ARE MADE AT A LOCALITY'S REQUEST FOR A PROJECT UNDER THE FOLLOWING CONDITIONS:

- Project capital investment, job creation and wage minimums are achieved
- The locality participates with a matching financial commitment
- The project is not an intrastate relocation
- A performance agreement is executed between the locality and the company to ensure fulfillment of promised job creation and capital investment
- Public announcement of the project is coordinated by the Virginia Economic Development Partnership (VEDP) and the Governor's Office. Monies may be used for such things as public and private utility extension or capacity development on- and off-site; public and private installation, extension, or capacity development of high-speed or broadband internet access whether on- or off-site; road, rail or other the funds necessary to apply toward the project. The success of the GOF application is based on the project's eligibility and the locality's financial support for the project, as well as the actual project requirements and availability of funds. As with all Virginia incentives, the Commonwealth's investment must make good fiscal sense for both sides, and must carry a suitable return for Virginia, based on a return on investment computed for every project.

FOR FURTHER INFORMATION, CONTACT:

Virginia Economic Development Partnership
PO Box 798
Richmond, Virginia 23218-0798
Phone: (804) 545-5610
URL: www.yesvirginia.org

New Jobs Program

The New Jobs Program is a vital part of the Commonwealth of Virginia's economic development efforts. The program targets expansions of existing companies or new facility locations which involve competition with other states or countries. Expansions of existing companies or new company locations must create a minimum of 25 net new jobs within 12 months from the date of the first hire and make a capital investment of at least \$1,000,000.

Retraining Program

The Retraining Program provides services and funding to manufacturing companies and distribution centers to assist in upgrading the skills of existing employees identified as essential to the production or distribution of a product. Companies participating in the program are typically those which are undergoing an integration of new technology into their production processes, changing product lines in keeping with marketplace demands, or substantially changing service delivery processes, requiring an assimilation of new skills and technological capabilities. Companies must have a minimum of 10 fulltime employees needing to be retrained, and a new capital investment of at least \$500,000 is required as the catalyst for the project.

FOR MORE INFORMATION AND APPLICATION INSTRUCTIONS, PLEASE CONTACT:

Virginia Department of Business Assistance

Post Office Box 446

Richmond, Virginia 23218-0446

Phone:(804) 371-8120

Email: wfsmail@vdba.virginia.gov

URL: <http://www.dba.virginia.gov/>

Small Business New Jobs Program

The Small Business New Jobs Program supports existing Virginia companies which have 250 employees or less companywide. Companies must create a minimum of five net new jobs within a 12-month period and making at least \$100,000 new capital investment.

Virginia Economic Development Incentive Grant

The Virginia Economic Development Incentive Grant (VEDIG) is a discretionary performance incentive, designed to assist and encourage companies to invest and create new employment opportunities by locating significant headquarters, administrative or service sector operations in Virginia. Selected companies must meet the following eligibility requirements:

- A company locating in a Metropolitan Statistical Area with a population of 300,000 or more in the 2000 Census must:
- Create 400 new full-time jobs with average salaries at least 50 percent greater than the local prevailing average wage; or create 300 new full-time jobs with average salaries at least 100 percent greater than the local prevailing average wage; and
- Make a capital investment of at least \$5 million or \$6,500 per job, whichever is greater
- A company locating elsewhere in Virginia must:
- Create 200 new full-time jobs with average salaries at least 50 percent greater than the local prevailing average wage; and
- Make a capital investment of at least \$6,500 per job
- The company is not currently participating in another Virginia performance grant program.

The performance grant is determined by the Secretary of Commerce and Trade, based in part on the Virginia Economic Development Partnership's return on investment analysis and recommendation, and is subject to the approval of the Governor. VEDIG grants are paid in five equal annual installments, beginning in the third year after the capital investment and job creation are completed. Companies are required to execute a performance agreement before receipt of the grant to ensure that performance expectations are met. The project must not be publicly announced prior to award of a grant.

**FOR FURTHER INFORMATION, INCLUDING GUIDELINES
AND APPLICATION INFORMATION, PLEASE CONTACT:**

Virginia Economic Development Partnership

Post Office Box 798

Richmond, Virginia 23218-0798

Phone: (804) 545-5610

URL: <http://www.YesVirginia.org>

Virginia Investment Partnership Grant and Major Eligible Employer Grant

The Virginia Investment Partnership (VIP) Grant and the Major Eligible Employer Grant (MEE) are discretionary performance incentives designed to encourage continued capital investment by Virginia companies, resulting in added capacity, modernization, increased productivity, or the creation, development and utilization of advanced technology. The program is targeted at companies that have operated in Virginia for at least five years and propose projects that fall into one of the following two categories:

1. VIP: A Virginia manufacturer, or research and development service supporting manufacturing, that makes a capitalized investment of at least \$25 million while at least maintaining stable employment levels.
2. MEE: A Virginia major basic employers (manufacturing and non-manufacturing) that make a capitalized investment of at least \$100 million and create at least 1,000 new jobs (a minimum of 400 jobs, if average pay is at least twice the area's prevailing average wage). The amount of each VIP and MEE grant is determined by the Secretary of Commerce and Trade, based in part on the Virginia Economic Development Partnership's return on investment analysis and recommendation, and is subject to the approval of the Governor. VIP and MEE grants are paid in five equal annual installments. VIP grant installment payment begins in the third year after the capital investment and job creation or retention is achieved, or in the second year after if the company is locating in a fiscally distressed area of the state. MEE grant installment payments begin in the sixth year after the capital investment and job creation are achieved, or in the fourth year after if the company is locating in a fiscally distressed area of the Commonwealth. Companies are required to execute a performance agreement before receipt of the grant to ensure that performance expectations are met. The project must not be publicly announced prior to award of a grant.

**FOR FURTHER INFORMATION, INCLUDING GUIDELINES
AND APPLICATION INFORMATION, PLEASE CONTACT:**

Virginia Economic Development Partnership

Post Office Box 798

Richmond, Virginia 23218-0798

Phone: (804) 545-5610

URL: <http://www.YesVirginia.org>

Virginia Jobs Investment Program

The Virginia Department of Business Assistance's Virginia Jobs Investment Program (VJIP) provides customized recruiting and training services to companies creating new jobs or experiencing technological change. As a business development incentive supporting economic development efforts throughout Virginia since 1965, the program reduces the human resource development costs of new and expanding companies throughout the Commonwealth. VJIP offers consulting services, organizational development, electronic media services, and funding. Eligibility for assistance in any of the VJIP program offerings is limited to for-profit companies that create basic employment (not engaged in retail) paying a minimum wage of \$10.00 per hour. In areas that have unemployment of two times or more the

state level, the wage minimum may be waived. Only fulltime jobs are eligible for funding. Companies in the following business sectors will qualify:

- Manufacturing
- Distribution centers
- Corporate headquarters for companies with multiple facilities
- Inbound call centers
- Information technology services exclusively to business
- Research and development facilities

Virginia Small Business Financing Authority (VSBFA)

The VSBFA, housed within the Virginia Department of Business Assistance, offers the following programs to businesses and communities with access to capital needed for economic growth and expansion. Most programs require the borrower to meet the VSBFA definition of "small business"(ANNUAL REVENUES LESS THAN \$10 MILLION OR NET WORTH LESS THAN \$2 MILLION OR LESS THAN 250 EMPLOYEES IN VIRGINIA).

Child Care Financing Program

The CCFP program can provide direct low-interest-rate loans to regulated childcare providers for quality enhancement projects or to maintain childcare standards. Borrowers may be child day care centers (\$150,000 maximum loan amount per location) or family home providers (\$10,000 maximum loan amount). Eligible loan uses include fixed asset purchases related to childcare such as playground equipment; equipment for infant care; minor renovations or repairs necessary to comply with health and safety standards or to meet necessary requirements for children with special needs; and learning aids, tools or programs to aid in the development of children.

Economic Development Loan Fund (EDLF)

The Economic Development Loan Fund facilitates capital investment in designated Virginia communities by providing eligible borrowers direct loans which fill the "gap" financing need not met by equity or conventional financing. Community eligibility is determined by the federal Economic Development Administration based on an area's unemployment and average per capita income. Eligible borrowers include local Industrial or Economic Development Authorities and businesses engaged in technology, biotechnology, tourism, engine and vehicle manufacturers for the professional motor sports industry, basic industries, manufacturing, and those businesses or entities that provide for a locality's economic and "quality of life" development. Businesses that derived 15 percent or more of their revenues from defense-dependent activities and can demonstrate economic hardship related to defense downsizing may also apply.

Eligible projects must provide some economic benefit to the community through job creation or retention or by enhancing a locality's ability to attract private capital investment. A minimum hourly wage of \$10.00 is required for jobs created. As the lender, the VSBFA can finance a maximum of 40 percent of a business project or \$1 million, whichever is less. Generally, loans have 10-year maturities with amortizations based on the life of the asset or the borrower's ability to repay. Rates are market-based and based on risk profile. Loans are secured by assets and personal guaranties.

Industrial Development Bonds

Tax-exempt Industrial Development Bonds (IDBs) are issued through local Industrial Development Authorities and the Virginia Small Business Financing Authority. These bonds finance new or expanding manufacturing facilities and exempt projects such as solid-waste disposal facilities. Through IDBs, credit worthy businesses can finance up to 100 percent of the cost of acquiring, constructing and

equipping a facility, including site preparation, at favorable interest rates. IDBs also may be used to allow manufacturers to lease facilities and equipment at tax-exempt rates.

Federal tax code eligibility requirements must be met. The maximum manufacturing facilities project size is \$10 million; however, exempt projects are not subject to this limitation. Projects under \$1million are generally not cost effective due to the initial transaction costs associated with bond financing.

501c3 Tax Exempt Bonds

Eligible Borrowers: Organizations which have been certified as 501c3 corporations by the Internal Revenue Service.

Eligible Uses: Construction or acquisition of land and buildings, and for the purchase of other capital assets including equipment.

Terms: There is no dollar cap on 501c3 facilities bonds. Lenders set the pricing and structure. Interest rates and terms are generally favorable due to the tax-exempt status on the earnings to the bond purchasers.

Loan Guaranty Program

This program reduces a bank's risk in making loans and, thereby, increases the availability of short-term capital for small businesses. The maximum guaranty under this program is 75 percent of the loan or line of credit up to a maximum guaranty of \$500,000. Businesses must meet the VSBFA definition of a "small" business. The bank applies to the VSBFA for the guaranty support. There is a 1.5 percent fee on the guaranteed portion of the loan.

Virginia Capital Access Program

The Virginia Capital Access Program provides a form of loan portfolio insurance for participating banks through special loan-loss reserve accounts. These accounts are funded by loan enrollment premiums paid by the bank/borrower and matched by the VSBFA. The program allows the banks to exceed their normal risk thresholds for business loan requests. The maximum amount of enrollment is \$250,000 or 100 percent of the loan amount, whichever is less, with fees ranging from three percent to seven percent.

FOR FURTHER INFORMATION, CONTACT:

Virginia Small Business Financing Authority
PO Box 446
Richmond, VA 23218-0446
Telephone: (804) 371-8254
Email: vbic@vdba.virginia.gov
URL: www.dba.virginia.gov

FEDERAL

American Recovery and Reinvestment Act of 2009 Impact on Small Business

The bill provides \$730 million to SBA and makes changes to the agency's lending and investment programs so that they can reach more small businesses that need help. The funding includes:

- \$375 million for temporarily eliminating fees on SBA-backed loans and raising SBA's guarantee percentage on some loans to 90 percent. The elimination of fees, announced on March 16, will remain in effect until the end of the calendar year or until the funding is exhausted. The elimination of fees is retroactive to the day the Recovery Act was signed into law.

- \$255 million for a new loan program to help small businesses meet existing debt payments
- \$30 million for expanding SBA's Microloan program, enough to finance up to \$50 million in new lending and \$24 million in technical assistance grants to microlenders
- \$20 million for technology systems to streamline SBA's lending and oversight processes
- \$15 million for expanding SBA's Surety Bond Guarantee program
- \$25 million for staffing up to meet demands for new programs \$10 million for the Office of Inspector General

Many of the SBA extensions under the American Recovery Act of 2009 expire September 30, 2010, and the remainder when funds are exhausted.

Grants.gov Opportunities

Federal agencies offer more than 1,000 grant programs and access to approximately \$400 billion in annual awards. Note that federal grants are not federal assistance or loans to individuals. Rather, organizations can search and apply for grants from 26 different federal agencies through the Grants.gov site. For grant opportunities related to the American Recovery and Reinvestment Act, use the Find Recovery Act Opportunities option on Grants.gov.

Small Business Administration (SBA) Programs

The United States Small Business Administration (SBA) provides a variety of financing options for eligible businesses

7 (a) Loan Guarantee Program

This program is the SBA's primary loan program. A borrower can use these funds to:

- Expand or renovate facilities
- Purchase machinery, equipment, fixtures and leasehold improvements
- Finance receivables and augment working capital
- Refinance existing debt (with compelling reason)
- Finance seasonal lines of credit
- Construct commercial builds; and/or
- Purchase land or buildings
- Borrow a maximum of \$2 million

7 (m) MicroLoan Program

The MicroLoan Program provides small loans ranging from under \$500 to \$35,000. Under this program, the SBA makes funds available to nonprofit intermediaries that, in turn, make the loans directly to entrepreneurs. Proceeds can be used for typical business purposes such as working capital, machinery and equipment, inventory and leasehold improvements. Interest rates are negotiated between the borrower and the intermediary. The average loan amount is \$13,000.

CAPLines

This specialized umbrella loan program is designed to help small businesses meet their short-term and cyclical working capital needs. The CAPLines can be used to finance seasonal working capital needs; finance the direct costs of performing certain construction, service and supply contracts; finance the direct costs associated with commercial and residential construction performed on a

speculative basis (without a commitment for purchase); finance operating capital by obtaining advances against existing inventory and accounts receivable; and consolidate short-term debt. SBA provides a **75 or 85 percent** guarantee. The SBA will guarantee 75 percent of the loan up to \$1.5 million (85 percent on loans of \$150,000 or less).

CDC (504) Loan Program

The 504 is the SBA's economic development instrument that supports American small business growth and helps communities through business expansion and job creation. The SBA 504 loan program provides long-term, fixed-rate; subordinate mortgage financing for acquisition and/or renovation of capital assets including land, buildings and equipment. Virtually all types of for-profit small businesses are eligible for this program.

THE SBA 504 LOAN IS DISTINGUISHED FROM OTHER SBA LOAN PROGRAMS IN THE FOLLOWING WAYS:

- A 504 loan involves three parties: a private-sector commercial lender, an SBA approved Certified Development Company, and the borrower. The lender generally finances 50 percent of the total project costs, the CDC (with a 100 percent guaranty provided by SBA) provides up to 40 percent of the project, and the borrower injects the remaining portion, normally 10 percent (borrower's injection increases when business is new or when building is a special use type of building such as a hotel or gas station).
- The maximum amount of the SBA/CDC portion is \$1.5 million when the job creation requirement of at least one job created or retained for every \$50,000 is met or when it meets one of 14 community or national goals. It rises to \$2.0 million for 504 loans meeting one of nine public policy goals (e.g. expansion of minority, veteran or women-owned businesses, or rural development). For small manufacturers, the maximum 504 loan amount is \$4.0 million.
- Lower down payment; allowing a business to conserve valuable operating capital by injecting as little as 10 percent of total project cost.
- Fixed interest rate; allowing a borrower to better control its cost of occupancy for the next 20 years.
- Rate is usually below market rate.
- All project costs can be financed, including acquisition (land and building, land and construction of building, renovations, machinery and equipment) and soft costs such as title insurance, legal, appraisal, environmental and bridge loan fees. Most closing costs may be financed.
- Collateral is typically the assets financed; this allows other assets to be free of liens and available to secure other needed financing.
- Long-term; real estate loans are 20-year term, heavy equipment 10- year term and are self-amortizing.
- 504 program allows banks and other lenders to make loans in first position on reasonable terms, helps them retain growing customers and provides Community Redevelopment Act credit.
- 504 program benefits the borrower's community through job creation and retention.

Small businesses looking to expand are now able to refinance existing loans to buy real estate and other fixed assets as a result of permanent changes to the **U.S. Small Business Administration's** 504 Certified Development Company loan program. The changes were

authorized in the American Recovery and Reinvestment Act of 2009.

- The 504 loan program is administered through 271 Certified Development Companies across the nation. The SBA began implementing the changes by publishing them as a permanent rule in the Federal Register.
- The legislation allows 504 program projects to include a limited amount of debt refinancing if there is a business expansion and the debt refinanced does not exceed 50 percent of the projected expansion cost. The following are some conditions under which borrowers will be eligible for refinancing:
- The debt being refinanced was incurred to acquire land, to construct a building or to purchase equipment. The assets acquired must be eligible for financing under the 504 program.
- The existing debt is collateralized by fixed assets.
- The existing debt was incurred for the benefit of the small business.
- The new financing provides a substantial benefit to the borrower when prepayment penalties, financing fees, and other financing costs are taken into account.
- The borrower has been current on all payments of existing debt for one year prior to the date of refinancing.
- "Lower interest rates mean lower payments and less money going out the door each month in debt repayments. That means more cash on hand to keep their doors open, their employees working and to even expand and create more jobs," said SBA Administrator Karen Mills.
- The permanent changes allow small businesses to restructure eligible debt to help improve their cash flow which, in turn, will enhance their viability and support growth and job creation. The 504 loan program can be used to purchase business real estate or fixed assets, such as heavy equipment or machinery, and expand current development projects.
- Additionally, as of June 15, 2009 SBA's American Recovery Capital loans became available for small businesses facing immediate financial hardship.

BUSINESSES THAT RECEIVE 504 LOANS ARE:

- Small — net worth under \$7.5 million, net profit after taxes under \$2.5 million, or meet other SBA size standards.
- Organized as for-profit business.
- Any type of business — retail, service, wholesale or manufacturing.

The SBA's 504 Certified Development Companies (CDCs) serve your community by financing business expansion needs. Their professional staff works directly with the business to tailor a financing package that meets program guidelines and the credit capacity of the business.

Community Adjustment and Investment Program

CAIP is a program established to assist U.S. companies that are doing business in areas of the country that have been negatively affected by North American Free Trade Agreement (NAFTA). The CAIP works with the SBA in both their 7(a) Loan Guarantee Program and 504 Program to reduce borrower costs and increase the availability of these proven business assistance programs. CAIP can be used with both the 7(a) and 504 Loan Programs. To be eligible, certain criteria must be met; for example, the business must reside in a county noted as being negatively affected by NAFTA, based on job losses and the

unemployment rate of the county. In addition, there is a job creation component. For 7(a) loans, one job has to be created for every \$70,000 SBA guarantees. For 504 loans, one job has to be created for every \$50,000 SBA guarantees.

ExportExpress Loans

The Export Express program is designed to help SBA meet the export financing needs of small businesses. It is a subprogram of SBA Express and is therefore subject to the same loan processing, making, closing, servicing and liquidation requirements as well as the same maturity terms, interest rates, and applicable fees as for other SBA loans except as noted below. The total Export Express loan cannot exceed \$250,000. SBA guarantees 85 percent for loans of \$150,000 and under and 75 percent for loans over \$150,000 to \$250,000.

EXPORTEXPRESS PROCEEDS MAY BE USED FOR:

- Financing standby letters of credit used for either bid or performance bonds;
- Finance export development activities such as export marketing and promotional activities, participation in foreign trade shows, translation of product literature for foreign markets, and other activities designed to initiate or expand the applicant's export of its products/services from the U.S;
- Provide transaction-specific financing for overseas orders;
- Provide revolving lines of credit for export purposes, the terms of which must not exceed seven years. In some instances, as a normal course of business, the borrower may use portions of revolving lines of credit for domestic purposes, but no less than 70 percent of the revolving lines of credit to be used for export related purposes;
- Provide term loans and other financing to enable small business concerns, including small business export trading companies to develop foreign markets; and
- Acquire, construct, renovate, modernize, improve or expand production facilities or equipment to be used in the U.S. in the production of goods or services to be exported from the U.S.

Export Working Capital Loan (EWCP) and SBA Export-Import Bank

The SBA's Export Working Capital Program (EWCP) is a program to assist lenders in responding to the needs of exporters seeking short-term working capital. The EWCP supports single transactions or multiple export sales. Under this program, SBA guarantees 90 percent of a private sector loan or \$1.5 million (whichever is less), to a business involved in exporting. Loan maturities are generally for 12 months, with two options to renew, for a total of 36 months. Interest rates are negotiable between the applicant and the lender. The guarantee fee the SBA charges is one quarter of one percent of the guaranteed amount of the loan. This is the lowest fee charged to export borrowers seeking Government loan assistance.

Eligibility — Companies must have been in business - not necessarily exporting - for at least 12 continuous months before submitting a loan application.

The SBA may guarantee a bank loan for:

- Pre-shipment working capital,
- Post-shipment exposure coverage, or
- A combination of pre- and post-shipment financing,
- Performance on a foreign contract,

- A standby letter of credit to support a performance bond, etc.

Use of EWCP Proceeds:

- to finance labor and materials for manufacturing goods for export;
- to purchase goods or services for export; or
- to finance accounts receivable generated from export sales, etc.

International Trade Loan

The SBA's international trade loans assist small businesses engaged in exporting, preparing to engage in exporting or adversely affected by competition from imports. Under the International Trade Loan Program, the SBA can guarantee as much as \$1.75 million in combined export working-capital and facilities and equipment loans. International Trade Loan Proceeds may be used for:

- Financing machinery and equipment
- Improving competitive position which has been adversely affected by import competition
- Pre and post export working capital

FOR FURTHER INFORMATION, CONTACT:

US Small Business Administration
Northern Virginia Export Assistance Center
1401 Wilson Boulevard, Suite 1225
Arlington, Virginia 22209
Telephone: (703) 235-0333
Fax: (703) 524-2649
URL: www.sba.gov/financing

Patriot Express

The Patriot Express Initiative has new and enhanced programs and services for veterans and members of the military community wanting to establish or expand small businesses. Eligible military community members include:

- Veterans;
- Service-disabled veterans;
- Active-duty service members eligible for the military's Transition Assistance Program
- Reservists and National Guard members;
- Current spouses of any of the above; and
- The widowed spouse of a service member or veteran who dies during service or a service-connected disability.

Loans are available up to \$500,000 and qualify for SBA's maximum guaranty of up to 85 percent for loans of \$150,000 or less and up to 75 percent for loans over \$150,000 to \$500,000. For loans above \$350,000, lenders are required to take all available collateral. The Patriot Express loan can be used for most business purposes, including startup, expansion, equipment purchases, working capital, inventory or business occupied real-estate purchases.

Small Business Investment Company Program

The Small Business Investment Company Program fills the gap between the availability of venture capital and the needs of small businesses that are either starting or growing. Licensed and regulated by the SBA, SBICs are privately owned and managed investment firms that make capital available to small businesses through investments or loans.

SBICs use their own funds plus funds obtained at favorable rates with SBA guaranties and/or by selling their preferred stock to the SBA. SBICs are for-profit firms whose incentive is to share in the success of a small business. In addition to equity capital and long-term loans, SBICs provide debt- equity investments and management assistance. The SBIC Program provides funding to all types of manufacturing and service industries. Some investment companies specialize in certain fields, while others seek out small businesses with new products or services because of the strong growth potential. Most, however, consider a wide variety of investment opportunities.

Surety Bond Guarantee Program

The Surety Bond Guarantee (SBG) Program was developed to provide small and minority contractors with contracting opportunities for which they would not otherwise bid. The Office of Surety Guarantees administers the SBG program through a private-public partnership between the federal government and the surety industry. SBA guarantees bid, performance, payment and ancillary bonds issued by surety companies for construction, service and supply contracts and reimburses the sureties a percentage of the losses sustained if the contractor defaults. SBA's guarantee provides the incentive necessary for sureties to issue bonds to contractors who could not otherwise compete in the contracting industry.

The SBG Program consists of the Prior Approval program and the Preferred Surety Bond (PSB) Program. The Prior Approval program guarantees up to 90 percent of a surety's loss. Participants must obtain SBA's approval for each bond guarantee issued. Under the PSB program, sureties receive a 70 percent guarantee and are empowered to issue, service and monitor bonds without SBA's prior approval. Each of these programs targets a different segment of the contracting community and both are necessary to reach all small business clientele.

The surety bond guarantee programs are a major factor in the surety reinsurance and contracting industries and are recognized as a primary stabilizing influence by those industries.

FOR FURTHER INFORMATION, CONTACT:

Small Business Administration
Virginia District Office — Federal Building
400 North 8th Street, Suite 1150
Richmond, Virginia 23219
Telephone: (804) 771-2400 or
SBA Answer Desk: (800) U-ASK-SBA
Fax: (804) 771-2764
Email: richmond.va@sba.gov
URL: www.sba.gov/

BUSINESS SERVICES

- ◆ PRINCE WILLIAM COUNTY
- ◆ VIRGINIA
- ◆ FEDERAL

BUSINESS CONTINUITY RESOURCES

PRINCE WILLIAM COUNTY

American Red Cross

The American Red Cross provides multiple resources for business owners to plan for disaster-related business interruptions. The CD-ROM: Guide to Business Continuity Planning helps businesses address life safety issues, minimize interruptions to the business and customers, transition back to normal operations, and provide private and public agencies with information. For immediate information on how to prepare your workplace and employees for emergency situations please visit www.redcross.org.

FOR FURTHER INFORMATION, CONTACT:

American Red Cross
Prince William County Chapter
9317 West Street
Manassas, VA 20110
Telephone: (703) 368-4511
Fax: (703) 368-1515
Email: info@pwarc.org
URL: <http://www.pwarc.org>

Metropolitan Washington Council of Governments (MWCOG)

The MWCOG offers small businesses an opportunity to create their own customized business continuity plan. The guide covers the topics of hazard and vulnerability analysis, business impact analysis, developing a plan, and maintaining it. MWCOG also offers advice on business continuity planning.

FOR FURTHER INFORMATION, CONTACT:

Metropolitan Washington Council of Governments
777 North Capitol Street, NE, Suite 300
Washington, DC 20002
Telephone: (202) 962-3200
Fax: (202) 962-3201
URL: www.mwcog.org/security

Northern Virginia Regional Commission

The Northern Virginia Regional Commission (NVRC) is a regional council of fourteen member local governments of the Northern Virginia suburbs of Washington DC. According to Virginia's Regional Cooperation Act, NVRC is a political subdivision (a government agency) within the Commonwealth. Among its many programs, NVRC provides a variety of services that support member governments' coordination of emergency preparedness planning and operations within the Northern Virginia region, with the Commonwealth of Virginia, and with jurisdictions of the National Capital Region. The goal is to optimize effectiveness and efficiency in preparation, response and recovery related to both natural and human-caused hazards.

FOR FURTHER INFORMATION, CONTACT:

Northern Virginia Regional Commission
3060 Williams Drive Suite 510
Fairfax, VA 22031
Telephone: 703-642-0700 Fax: 703-642-5077
URL: www.novaregion.org

VIRGINIA

Virginia Department of Emergency Management (VDEM)

The VDEM provides businesses a Virginia Business Emergency Survival Toolkit (available online) to help companies prepare, respond to and recover from disasters. The toolkit assists in developing an emergency preparedness plan. The kit explains several types of emergencies and the problems they pose, and provides information on how to prepare and recover from emergencies. The agency web site also lists information on emergency management training classes.

FOR FURTHER INFORMATION, CONTACT:

Northern Virginia Department of Emergency Management
Regional Office
13901 Crown Court
Woodbridge, VA 22193
Bruce Hopkins
Northern Virginia Regional Manager
Email: bruce.hopkins@vdem.virginia.gov
Telephone: (703) 583-3999
Fax: (703) 583-8657
URL: vaemergency.com/business

FEDERAL

Business Executives For National Security (BENS)

Business Executives for National Security (BENS), is a nationwide, non-partisan organization and a primary channel through which senior business executives can help enhance the nation's security. BENS main purpose is to help make America safe and secure.

FOR FURTHER INFORMATION, CONTACT:

Business Executives for National Security
1717 Pennsylvania Avenue NW Suite 350
Washington, DC 20006
Telephone: (202) 296-2125
Response Form: <http://www.bens.org/contact-us/request-packet.html>
Email: bens@bens.org
URL: www.bens.org

Federal Emergency Management Agency (FEMA)

FEMA provides information on disaster recovery specifically for businesses. An *Emergency Management Guide for Business and Industry* provides step-by-step advice on how to create and maintain a comprehensive emergency management program. It can be used by manufacturers, corporate offices, retailers, utilities or any organization where a sizable number of people work or gather. The online guide also provides guidance in updating a company's existing plan.

FOR FURTHER INFORMATION, CONTACT:

Federal Emergency Management Agency
500 C Street SW
Washington, DC 20472
Telephone: 1-800-621-3362
Email: FEMA-Correspondence-Unit@dhs.gov
URL: fema.gov/business

Institute for Business & Home Safety's DisasterSafety.org

IBHS offers a variety of tools in its *Open for Business* series for small business owners. The easy-to-use guide helps business owners reduce the potential for loss should disaster strike, and reopen quickly should they be forced to close. IBHS also offers free hard copies of *Open For Business*, a guide for small business owners following disaster.

FOR FURTHER INFORMATION, CONTACT:

Institute for Business & Home Safety
4775 East Fowler Avenue
Tampa, FL 33617
Telephone: (813) 286-3400
Fax: (813) 286-9960
Email: info@ibhs.org
URL: www.disastersaftey.org

KingsBridgeDisasterRecovery.com

DisasterRecovery.com is the web portal with information on business continuity and disaster recovery planning, including available plan management software, consulting services, seminars and project management services.

FOR FURTHER INFORMATION, CONTACT:

KingsBridge Disaster Recovery
812 Proctor Avenue
Ogdensburg, NY, 13669
Telephone: 1 (888) 246-6642
Fax: 1 (613) 232-1200
Email: Information@DisasterRecovery.com
URL: disasterrecovery.com

Ready Business

Ready Business is a web site with information designed to prepare businesses for any type of disaster. The site provides information to assist companies in assessing company functions to improve the likelihood that a business will survive and recover from the disaster including: emergency payroll, client contact lists, relocation, crisis management procedures, and individual employee responsibilities.

FOR FURTHER INFORMATION, CONTACT:

Ready Campaign
Office of Public Affairs
U.S. Department of Homeland Security
Washington, DC 20528
Telephone: (202) 282-8010
Email: ready@dhs.gov
URL: ready.gov/business

Small Business Administration (SBA)

The SBA offers a number of tips and questions for businesses to prepare for disasters as well as information on loans to recover from disaster.

FOR FURTHER INFORMATION, CONTACT:

U.S. Small Business Administration
Disaster Assistance Customer Service Center
130 South Elmwood Avenue, Suite 516
Buffalo, NY 14202
Telephone: 1-800-659-2955
Email: disastercustomerservice@sba.gov
URL: <http://www.sba.gov/services/disasterassistance>

BUSINESS-EDUCATION PARTNERSHIPS

George Mason University, Prince William IT Internship Program

The George Mason University School of Information Technology and Engineering serves local businesses by assisting companies in identifying and solving operational and technical issues, developing new systems, and/or pursuing new business opportunities. Based on companies' project requirements, teams of rising graduates specializing in security, networks, data base, programming, web design, or computer graphics, work jointly with individual businesses for several months to provide team-based solutions to business issues.

FOR FURTHER INFORMATION, CONTACT:

George Mason University
Department of Applied Information Technology
School of Information Technology and Engineering
Bull Run Hall, Room 102, MS 4F5
10900 University Boulevard
Manassas, Virginia 20110
Telephone: (703) 993-8461
Fax: (703) 993-8450
E-mail: aitinfo@gmu.edu
URL: www.ite.gmu.edu

The Office of Community and Business Engagement – Education Foundation

The Office of Community and Business Engagement is the school-to-business partnership program for Prince William County Public Schools. The mission of the program is to develop and support partnerships that strengthen and enhance quality education and promote business and community involvement within the schools. Partnership goals include improving academic achievement, developing students' work readiness skills, meeting business workforce needs and community outreach goals and marketing best practice school-to-business partnerships to the community.

FOR FURTHER INFORMATION, CONTACT:

The Office of Community and Business Engagement – Education Foundation
14715 Bristow Road,
Manassas, VA 20108
Telephone: (703) 791-8002
Fax: (703) 791-8004
E-mail: henrysw@pwcs.edu
URL: www.pwcsedfoundation.org

BUSINESS INCUBATORS/ACCELERATORS

George Mason Enterprise Center

The Mason Enterprise Center (MEC) at Prince William County (PWC) provides a variety of services to growing businesses and entrepreneurs in the Prince William area including a small business accelerator program, offering affordable office and conference space, shared administrative support and business services to start-up and emerging growth companies.

FOR FURTHER INFORMATION, CONTACT:

George Mason University
Mason Enterprise Center - Prince William
Bull Run Hall, Suite 147
10900 University Boulevard
Manassas, Virginia 20110
Telephone: (703) 993-9415
Fax: (703) 993-8631
E-mail: info@masonenterprisecenter.org
URL: www.masonenterprisecenter.org

COMMERCIAL DEVELOPMENT OMBUDSMAN FOR PRINCE WILLIAM COUNTY

The Ombudsman assists businesses by clarifying commercial development process requirements; finding mutually acceptable solutions to emerging issues; and working with the County's Commercial Development Committee to improve the commercial development process.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Development Ombudsman
Department of Development Services
5 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6930
Fax: (703) 792-4758
E-mail: jslapinski@pwcgov.org

ECONOMIC DEVELOPMENT — PRINCE WILLIAM COUNTY

The Prince William County Department of Economic Development is a convenient, full-service resource accommodating the needs of non-retail commercial businesses in Prince William County.

Your Project Management Team for Business Locations and Expansions

Are you considering an expansion or a location in Prince William County? Our team of economic development experts stands ready to assist you in all aspects of your project.

With just one call, we will start the process to:

- Assign a manager to work with you on all aspects of your project;
- Identify available sites and buildings to match your needs;
- Coordinate site and building tours in the County;
- Identify workforce training and education providers specifically for your labor needs;
- Serve as your local connection to local, state and federal business resources;

- Advise you on local and state financing opportunities and incentives available for business;
- Serve as your liaison with other Prince William County agencies that issue permits and licenses;
- Provide research and current market information on Prince William County;
- Work in a confidential manner with you;
- Continue services to ensure your company grows and prospers through our ***Business First Outreach Program***

Your Customer Service Team for Growing Your Business

Through our **Business First Outreach Program** we build and maintain relationships to sustain business growth and productivity. We work quickly to connect local businesses with the right information, resources and programs to enhance business success and improve the business climate. With just one call, we will:

- Visit you at your business to discuss your company's new products and services, hiring and expansion plans, and factors affecting your company's growth;
- Assist your company with expansion projects:
 - ◆ Provide site and building location options,
 - ◆ Expedite targeted projects through the County's commercial development process,
 - ◆ Access local pipeline of workers and customized training;
- Link your company with Economic Development's network of resources and services;
- Assist with connecting to local suppliers and potential customers through local Business Directory and events;
- Respond to business climate issues you identify; and
- Promote your company's success stories through publications, events and Web Site.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Department of Economic Development
10530 Linden Lake Plaza, Suite 105
Manassas, Virginia 20109
Telephone: (703) 792-5500 or (800) 334-9876
Fax: (703) 792-5502
E-mail: econdev@pwcgov.org
URL: www.pwcecondev.org

ECONOMIC DEVELOPMENT — VIRGINIA

The Virginia Economic Development Partnership (VEDP) promotes Virginia as a location for new domestic and international business facility locations and existing facility expansions. The Partnership provides information on available sites and buildings, labor and wages, industrial training programs, state and local taxes, utilities, transportation services, financial services, environmental factors, laws and regulations, general business conditions and quality of life.

FOR FURTHER INFORMATION, CONTACT:

Virginia Economic Development Partnership

901 East Byrd Street

PO Box 798

Richmond, Virginia 23218-0798

Telephone: (804) 545-5600 (General) or (804) 545-5700 (Business Investment)

URL: www.yesvirginia.org

EDUCATION & WORKFORCE TRAINING

Adult Education — Prince William County Public Schools

The Prince William County Public Schools Adult Education program provides the following services to businesses:

- **Adult Basic Education:** Classes cover basic reading, math and/or writing skills at the eighth grade level for individuals 18 years of age and older.
- **ESOL Programs:** Classes for individuals 18 years of age and older whose native language is not English. Employers may take advantage of the Workplace Skills Program to develop employees' English language proficiency (see below).
- **General Educational Development (GED) Preparation Classes:** Classes cover reading, math and/or writing skills at the ninth grade level or above to people 18 years of age and older.
- **National External Diploma Program (NEDP)** The National External Diploma Program is a high school diploma program for adults (21 years or older) who have acquired their academic skills through life and work experiences and can demonstrate what they have learned. The National External Diploma Program measures academic and life skills including reading, writing, and mathematics.
- **Race to GED:** A state initiative operated locally designed to help adults raise their educational level, learn important work skills and earn a higher wage. This workforce initiative may help employers enhance employee skills. The GED program builds individuals' skills in using computers and the Internet, job readiness skills and customer service skills.
- **Workplace Skills Program:** For employers with employees who wish to improve basic skills, such as communication, problem solving and teamwork. The Program is customized to the needs of employees and is conducted at the business site. Training may be designed to develop English language proficiency; to improve basic reading, math and/or writing skills; and/or to earn a high school credential or diploma.

FOR FURTHER INFORMATION CONTACT:

Prince William County Schools

Adult Education Coordinator

PO Box 389

Manassas, Virginia 20108

Telephone: (703) 791-7357

E-mail: sneedb@pwcs.edu

URL: www.pwcs.edu/adulted

B.E.A.C.O.N.

B.E.A.C.O.N. (Benedictine Educational Assistance Community Outreach to Neighbors) is a free program for adults, organized to assist with ESL (English as a Second Language), literacy and GED (General Educational Development) test preparation so individuals can obtain a high school diploma. It is provided by the Benedictine Sisters of Virginia located in Prince William County.

FOR FURTHER INFORMATION, CONTACT:

Sister Eileen Heaps
O.S.B. Director
9535 Linton Hall Road
Bristow, Virginia 20136
Telephone: (703) 368-7491
URL: www.beaconliteracy.org

Career and Technical Education — Prince William County Public Schools

The Career and Technical Education Department (CTE) works with business and industry to increase course rigor to match new industry standards. Today's course offerings are highly technical and incorporate core subject areas to develop lifelong learners capable of responding to new employment demands. CTE offers programs in the following: family and consumer science; technology education; agricultural education; business and information technology; marketing education; medical and health science; trade and industry. CTE provides students with the opportunity to earn industry recognized licenses and certifications.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Public Schools
Supervisor, Career and Technical Education
PO Box 389
Manassas, Virginia 20108
Telephone: (703) 791-7297
Fax: (703) 791-7336
URL: www.pwcs.edu/cte

English as a Second Language (ESL) Institute

The ESL Institute provides accessible, high-quality ESL instruction at all levels, to speakers of other languages. The Institute provides language instruction to accommodate the needs of business and industry. Training is customized and provided on-site at the business location.

FOR FURTHER INFORMATION, CONTACT:

Northern Virginia Community College — Manassas Campus
Director, Continuing Education and Workforce Development
6901 Sudley Road
Manassas, Virginia 20109-2399
Telephone: (703) 257-6630
E-mail: ncross@nvcc.edu
URL: <http://www.nvcc.edu/wdce/pwregional>

English as a Second Language (ESL) Training

The Center for Continuing Education at the Woodbridge campus of Northern Virginia Community College provides customized English as a Second Language (ESL) courses to meet business needs. Courses include training in both conversational and written English skills.

FOR FURTHER INFORMATION, CONTACT:

Northern Virginia Community College — Woodbridge Campus
Director of Continuing Education & Workforce Development
15200 Neabsco Mills Road
Woodbridge, Virginia 22191
Telephone: (703) 878-5770
Fax: (703) 670-0246
E-mail: kaarnold@nvcc.edu
URL: <http://www.nvcc.edu/wdce/pwregional>

General Educational Development (GED) Testing

The Northern Virginia Community College campus in Manassas offers an online program for youth and adults preparing for the GED tests.

FOR FURTHER INFORMATION, CONTACT:

Northern Virginia Community College
Manassas Campus
6901 Sudley Road
Manassas, Virginia 20109-2399
Telephone: (703) 257-6630
URL: www.nvcc.edu

ELECTRONIC COMMERCE SOLUTIONS

Virginia Electronic Commerce Technology Center (VECTEC)

Small businesses have access to e-commerce services to enhance the selling of goods and services across the Internet. VECTEC provides a spectrum of e-commerce resources customized to increase company sales. Services are provided to businesses throughout Virginia. Services include: e-commerce needs and marketing assessments, web site evaluations, e-mail marketing, web site design, development and search engine optimization; online shopping system and custom database development to assist companies in tracking sales, product inventory and customer contact information.

Additionally, the PenSoft e-Business Resource Center can assist businesses by providing articles and statistics on e-commerce, web design, Internet marketing, search engine optimization, security, and legal issues. Visit www.vectec.org/resourcecenter. VECTEC also has a Center for Technical Data and Information service where businesses can obtain business, technical and scientific document and data retrieval support. Visit www.vectec.org/ctdi.

FOR MORE INFORMATION, CONTACT:

VECTEC
1 University Place
Newport News, Virginia 23606
Telephone: (757) 594-7092
Fax: (757) 594-7833
E-mail: info@vectec.org
URL: www.vectec.org

EMPLOYMENT AND TRAINING

Apprenticeship

The Virginia Registered Apprenticeship program combines customized on-the-job training and related classroom instruction for employers in a variety of occupations, ranging from high technology to highly-skilled trades. Technical assistance is available to businesses in developing and/or expanding programs through the Division of Apprenticeship Training.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Labor, Apprenticeship Program Representative
10515 Battlevue Parkway
Manassas, Virginia 20109
Telephone: (703) 392-0900, Ext. 131
Fax: (703) 392-0308
URL: www.doli.virginia.gov/apprenticeship/registered_apprenticeship.html

Virginia Department of Rehabilitative Services

This Virginia Department of Rehabilitative Services provides information training and rehabilitation services to persons with disabilities. The Agency assists employers in finding qualified job candidates, reduce hiring costs or build workforce diversity programs.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Rehabilitative Services
9309 Center Street, Suite 304
Manassas, Virginia 22110
Telephone: (703) 335-5550
Fax: (703) 335-5559
Email: Bob.Canaday@drs.virginia.gov
URL: www.vadrs.org

Virginia Employment Commission

The Virginia Employment Commission screens and refers job applicants based on job orders received from employers. Services to employers include: labor market information; job orders advertised on local, state and national levels; office space for conducting interviews; and typing proficiency testing.

FOR FURTHER INFORMATION, CONTACT:

Virginia Employment Commission
13370 Minnieville Road
Woodbridge, Virginia 22192
Telephone: (703) 897-0407
Fax: (703) 897-0440
E-mail: princewilliam@vec.virginia.gov
URL: www.vec.virginia.gov

Virginia Workforce Connection Internet portal for employment and labor market information for Virginia

Features beneficial to employers include:

- Define skills and post job orders to find potential candidates
- Research labor market information on salaries and economic data
- Set up a Virtual Recruiter search agent to automatically find candidates within the system that match the job skills of the job order
- Communicate with job seekers, case managers, training providers, and others within the email and message center.

Services for Employers

Recruitment Services

Post job openings, find qualified candidates, and access a wide variety of information designed to help a business succeed.

Education Services

Find a suitable training or educational program, as well as information on training providers and schools.

Labor Market Services

Access information about labor market trends, statistics, and economic and demographic data.

Human Resource Info

Find information on HR-related topics, such as news, trends, employee policies, and problem resolution.

EEO Information

Find information on topics such as diversity, affirmative action, disabled workers, and other equal employment opportunity issues.

Labor Relations

Information on labor relations and legal issues, including area statutes, federal workforce laws and labor policies.

Government Resources

Find information on federal programs such as OSHA, Social Security, IRS, wage reporting, labor statistics and commerce.

Wellness and Ergonomics

Learn how to reduce workplace injuries, create a drug-free work atmosphere and encourage a healthy work environment.

Employer Incentives

Find out if you qualify for local, state or federal tax incentives, like the Welfare To Work and Work Opportunity tax credits.

More Resources

Find more resources for employers on the Virginia Employment Commission website.

FOR FURTHER INFORMATION, CONTACT: www.VaWorkConnect.com

Virginia Jobs Investment Program

The Virginia Jobs Investment Program of the Virginia Department of Business Assistance provides customized recruiting and training services to companies that are creating new jobs or experiencing technological change. As a business development incentive supporting economic development efforts, the program will reduce the human resource development costs of new and expanding companies. The Virginia Jobs Investment Program offers consulting services, organizational development support, electronic media services and funding through The New Jobs Program, The Small Business New Jobs Program and The Retraining Program. See the Business Financing Section of *Doing Business in Prince William County* for more detailed descriptions of the Virginia Jobs Investment Program.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Business Assistance
Virginia Jobs Investment Program
707 E. Main Street, Suite 300, Richmond, Virginia 23319
Telephone: (804) 371-8120
Fax: (804) 371-8111
URL: http://www.dba.virginia.gov/vjip_criteria.shtml

HIGHER EDUCATION

More than 50 colleges and universities are located in the metropolitan Washington, DC area. Institutions of higher education with services within Prince William County are listed below. Other schools in the area can be found at www.schev.edu.

ACT College

Act College is an allied health school that is accredited by The Accrediting Bureau of Health Education Schools (ABHES). The core diploma programs consist of medical assisting, dental assisting, medical office administration, and pharmacy technician. Additional advanced diplomas and degree programs are also available.

FOR FURTHER INFORMATION, CONTACT:

ACT College
8870 Rixlew Lane, Suite 201
Manassas, Virginia 20109
Telephone: (703) 527-6660 Fax: (703) 365-9288
URL: www.actcollege.edu

American Public University System

The University provides distance learning in over 1500 courses and offers over 70 undergraduate and graduate degree programs. Most faculty work in the fields they teach; and, programs and certificates are tailored to industry partner needs.

FOR FURTHER INFORMATION, CONTACT:

American Public University System
10110 Battleview Parkway, Suite 200
Manassas, Virginia 20109
Telephone: (877) 468-6268
Fax: (304) 724-3780
E-mail: info@apus.edu
URL: www.apus.edu

Aviation Institute of Maintenance

This Institute offers the Aviation Maintenance Technician program to prepare students with the required knowledge and skill levels needed to pass the Federal Aviation Administration test. Success on the exam is required to gain entry level employment in the airline industry and maintenance field, including positions such as inspector, installer, parts manager, or equipment or service technician.

FOR FURTHER INFORMATION, CONTACT:

Aviation Institute of Maintenance-Manassas
9821 Godwin Drive
Manassas, Virginia 20110
Telephone: (703) 257-5515
Fax: (703) 257-5523
Email: directoramm@aviationmaintenance.edu
URL: www.aviationmaintenance.edu

DeVry University – Manassas Center

Conveniently located near the I66/234 interchange, DeVry University Manassas Center offers undergraduate and graduate degree programs in some of today's fastest-growing career fields. Close to downtown Washington, D.C., Maryland's Biotech corridor, and North Virginia's high-tech sector, DeVry University Manassas provides you with access to possible career opportunities in a wide variety of industries.

The Manassas Center offers spacious classrooms, a fully wired computer lab, and a comfortable commons area. Once enrolled at this center, you may also take courses at the Arlington Campus and the Bethesda Center, if the course is offered there, or online. Take all of your courses onsite, all online, or a mix of both—whatever best fits your schedule and your life.

FOR FURTHER INFORMATION, CONTACT:

DeVry University – Manassas Center
10432 Balls Ford Rd., Suite 130
Manassas, VA 20109
Phone: (703) 396-6611
Fax: (703) 367-7242
URL: http://www.devry.edu/locations/campuses/loc_manassas.jsp

ECPI College of Technology

The College provides on campus and online science degree and diploma educational programs in technology, business and health sciences, graduate employment services and Information Technology certification training.

FOR FURTHER INFORMATION, CONTACT:

ECPI College of Technology
10021 Balls Ford Road
Manassas, Virginia 20109
Telephone: (703) 330-5300 or 1 (866) 708-6172
Fax: (703) 369-0530
E-mail: smccamy@ecpi.edu
URL: www.ecpi.edu

George Mason University — Prince William County

The Prince William campus is an integral part of George Mason's distributed University. The 124-acre campus, located at Innovation @ Prince William, serves all of Northern Virginia. The primary focus of the campus is high-tech/biotech and emphasizes bioinformatics, biotechnology, forensic biosciences educational and research programs, in addition to computer and information technology. The campus offers creative programs of instruction, research and public/private partnerships.

FOR FURTHER INFORMATION, CONTACT:

George Mason University Prince William Campus
10900 University Boulevard
Manassas, Virginia 20110
Telephone: (703) 993-8350
URL: <http://www.gmu.edu/princewilliam>

George Mason University/Prince William Campus Office of Continuing Professional Education

The Office of Continuing Professional Education promotes lifelong learning through the design and delivery of continuing professional education and training programs for individuals and organizations. Committed to serving the training needs of business, industry, and government, the office offers both open enrollment and contracted, on site certificate programs. Subject areas include and are not limited to leadership, communications, management, law enforcement/homeland security, geographic information systems, and facilities management.

FOR FURTHER INFORMATION, CONTACT:

George Mason University/Prince William Campus
Director, Continuing Professional Education
10900 University Blvd, MSN 4F2
Manassas, VA 20110
Telephone: (703) 993-8335
E-mail: choover@gmu.edu
URL: www.ocpe.gmu.edu

Northern Virginia Community College (NVCC) — Manassas and Woodbridge

The Northern Virginia Community College workforce development staff assists businesses in meeting their company goals by assessing organizational needs and providing customized employee training programs. NVCC draws on the expertise of faculty and trainers, who work in business and industry for design and delivery of customized training that can be offered at the business site or at the college.

FOR FURTHER INFORMATION, CONTACT:

**Northern Virginia Community College
Manassas Campus**

Director, Continuing Education and
Workforce Development
6901 Sudley Road
Manassas, Virginia 20109
Telephone: (703) 257-6630
E-mail: kaarnold@nvcc.edu
URL: www.nvcc.edu/wdce/pwcregional

**Northern Virginia Community College
Woodbridge Campus**

Director, Continuing Education and
Workforce Development
15200 Neabsco Mills Road
Woodbridge, Virginia 22191
Telephone: (703) 878-5770
E-mail: conteducwo@nvcc.edu
URL: www.nvcc.edu/wdce/pwcregional

Park University

The University is a liberal arts coeducational university offering associate and bachelor degrees. A special focus is placed on flexible scheduling and online options to expedite degree completion for military members and civilians in the local community.

FOR FURTHER INFORMATION, CONTACT:

Park University — Quantico Campus Center
Lifelong Learning Center
3088 Roan Street
MCCDC Quantico, Virginia 22134
Telephone: (703)640-7389
Fax: (703) 640-6838
E-mail: QUAN@park.edu
URL: www.park.edu/QUAN

Stratford University

The University is a private educational institution offering regular and online Associate, Bachelor and Master degrees in high demand fields, such as information technology, hospitality, culinary arts and business administration.

FOR FURTHER INFORMATION, CONTACT:

Stratford University
14349 Gideon Drive
Woodbridge, Virginia 22192
Telephone: (703) 897-1982 or (888) 546-1250
Fax: (703) 897-1652
E-mail: businessoffice@stratford.edu
URL: www.stratford.edu

Strayer University

The University provides higher education programs for working adults including certificates, undergraduate and graduate degrees in such areas as information technology, accounting and business. Programs are offered on campus and online.

FOR FURTHER INFORMATION, CONTACT:

Strayer University — Manassas
9990 Battleview Parkway
Manassas, Virginia 20109
Telephone: (703) 330-8400
Fax: (703) 330-8135
E-mail: manassas@strayer.edu
URL: www.strayer.edu/manassas

Strayer University — Woodbridge
13385 Minnieville Road
Woodbridge, Virginia 22192
Telephone: (703) 878-2800
Fax: (703) 878-2993
E-mail: woodbridge@strayer.edu
URL: www.strayer.edu/woodbridge

Valley Forge Christian College

The College offers full-time and part-time schedules in order to prepare its students for the challenges of the marketplace and church service. It offers a variety of majors, minors, and certificates.

FOR FURTHER INFORMATION, CONTACT:

Valley Forge Christian College at Woodbridge Campus
13909 Smoketown Road
Woodbridge, Virginia 22192
Telephone: (703) 580-4810
Fax: (703) 580-4806
Email: info@vfccwc.com
URL: www.vfcc.edu/woodbridge

INTERNATIONAL TRADE RESOURCES — VIRGINIA

AIM: Accessing International Markets

Virginia's Accessing International Markets (AIM) program provides Virginia companies support to develop an export strategy and to take the first steps of entering a new market overseas. In addition to strategic research and counseling, the AIM program provides each participant capital funding, customized pro-bono counseling from private sector professionals, and numerous opportunities to network with Virginia manufacturers who have successfully sold products and services internationally. The competitive program selects candidates based on their commitment to developing an export strategy in a new market overseas. AIM participants must visit their target market (country); from there, they can advance into a second market and then a third.

AIM Applicant Criteria:

- Incorporated at least 2 years in Virginia
- Employ ten or more employees in Virginia
- \$1 million in annual sales revenue in Virginia
- Commitment to travel to a market the VEDP serves
- To help determine your target market, please refer to the full schedule of events - online fees apply.

FOR FURTHER INFORMATION, CONTACT:

Virginia Economic Development Partnership
Division of International Trade
Jenee Andreev
8300 Boone Boulevard, Suite 450
Vienna, Virginia 22182
Phone: (703) 506-1031
Fax: (703) 506-1033
Email: JAndreev@YesVirginia.org
URL: <http://www.exportvirginia.org>

Export 3.0

The Export 3.0 program focus is on the early stages of the international business development process and includes face-to-face meetings with potential agents/distributors and customers in a target market. VEDP provides funds and assistance to organize these meetings. Access to this service is on a first-come-first-served basis for Virginia companies seeking overseas markets. VEDP services include:

- **Evaluate:** Assistance to select top market for your company

- **Confirm:** Identify prospective local companies for you to meet
- **Visit:** Travel to the market and meet the prospective companies over a 3-day period

Commitment:

This service requires commitment from three parties:

1. VEDP commits \$3,000 to cover the in-country consultant's fee and arrange your market visit.
2. The in-country consultant commits to organize 3 days of meetings for you with the right companies.
3. Your company commits to visit the selected market before July 2010.

Cost:

VEDP covers the consultant's fee. Your company pays for air fare, hotel, meals, local transportation, and interpreter.

FOR FURTHER INFORMATION, CONTACT:

Virginia Economic Development Partnership
Division of International Trade
Jenee Andreev
8300 Boone Boulevard, Suite 450
Vienna, Virginia 22182
Phone: (703) 506-1031
Fax: (703) 506-1033
Email: JAndreev@YesVirginia.org
URL: <http://www.exportvirginia.org>

VALET: Virginia Leaders in Export Trade

Virginia Leaders in Export Trade (VALET) is the VEDP's marquee international trade program that helps Virginia companies gain a profitable foothold in global markets. VALET combines three essential ingredients—planning, expertise and capital—to generate, on average a 44% increase in international sales opportunities for Virginia businesses. Companies who participate share a commitment to international success with VEDP and private sector service providers. Capital investment by the participating company is enhanced with matching resources from VEDP to meet identified needs.

International professionals provide a match of in-kind services in a concentrated team approach. Attorneys, CPAs, bankers, translators and freight forwarders, contribute skills essential for a successful international launch. Since its inception, over 100 companies representing a wide cross-section of industry have been accepted into and graduated from the VALET program.

VALET Program participants will be required to complete an application and must meet the following minimum requirements:

- 20 employees
- Established 3 years
- \$2 million USD in annual sales
- \$20,000 USD commitment toward export trade
- Participate in one VEDP trade event
- Completed international market research

FOR FURTHER INFORMATION, CONTACT:

Virginia Economic Development Partnership
Division of International Trade
Jenee Andreev
8300 Boone Boulevard, Suite 450
Vienna, Virginia 22182
Phone: (703) 506-1031
Fax: (703) 506-1033
Email: JAndreev@YesVirginia.org
URL: <http://www.exportvirginia.org>

***Virginia's Economic Development Partnership (VEDP) —
Division of International Trade***

Virginia's Division of International Trade assists Virginia companies in expanding international sales or entering into the export business. Services offered include individualized counseling and tailored programs to help exporters at all stages and levels of the exporting process. VEDP has regional offices around the state, as well as foreign representatives in Brazil, China, Japan, and Mexico. Services offered to expand sales internationally include:

- Determination of specific HTS (export code) based on company product or service;
- Market entry research to target ideal markets and how to enter them;
- Find and qualify international partners, buyers, and distributors;
- Complete due diligence of potential foreign partners;
- Comprehensive assistance with export documentation, shipping, and financing of exports;
- Participation in trade missions around the globe to meet face to face with partners
- Organize in-depth country market research (GMR);
- Offer European consultants in 13 markets to provide free, market entry analysis (European Client Network);
- Structured programs for newer exporters to enter markets, with free professional services and reimbursements for some international expenses (AIM program); and
- Structured programs for experience exporters to expand into new markets, also with free professional services and reimbursements for expenditures (VALET).

FOR FURTHER INFORMATION, CONTACT:

Jenee Andreev
VEDP Northern Virginia Office
8300 Boone Blvd. Suite 450
Vienna, VA 22182
Telephone: 703-506-1031
Fax: 703-506-1033
URL: www.exportvirginia.org

International Trade Resources — Federal

US Department of Commerce

Bureau of Industry and Security — Office of Exporter Services (OEXS)

This office counsels exporters, conducts export control seminars and drafts and publishes changes to the Export Administration Regulations. It also provides licenses and compliance actions relating to the special comprehensive license as well as processes license applications and commodity classifications.

FOR FURTHER INFORMATION, CONTACT:

US Department of Commerce — Office of Exporter Services

Outreach and Educational Services Division

14th Street & Pennsylvania Avenue, NW

Washington, DC 20230

Telephone: (202) 482-0436 or to speak to a counselor telephone: (202) 482-4811

Fax: (202) 482-2927

URL: www.bis.doc.gov

Export Assistance Centers

Export Assistance Centers (EAC) are operated by a network of international trade specialists. EACs combine the trade and marketing expertise and resources of Commercial Service along with the finance expertise and resources of the Small Business Administration (SBA) and the Export-Import Bank to provide services at one location.

FOR FURTHER INFORMATION, CONTACT:

Export Assistance Center

1100 North Glebe Road, Suite 1500

Arlington, Virginia 22201

Telephone: (703) 235-0331 Fax: (703) 524-2649

E-mail: William.fanjoy@mail.doc.gov

URL: www.buyusa.gov/virginia

STAT-USA/Internet

STAT-USA provides economic, business and international trade information to businesses including:

EuroTrade Online

Provides access to import and export merchandise trade for 25 major European Union member countries. Trade data are provided for over 12,000 commodities and based on the eight digit Harmonized System classification structure. These are the official European Foreign Trade Statistics from the European Union's authoritative statistical agency, EuroStat.

FOR FURTHER INFORMATION, CONTACT:

US Department of Commerce

STAT-USA

HCHB Room 4879

Washington, DC 20230

Telephone: 1-800-STAT-USA (800-782-8872) or (202) 482-1986

Fax: (202) 482-2164

E-mail: statmail@esa.doc.gov

URL: www.stat-usa.gov

Global Business Opportunities (GLOBUS)

This database offers daily trade leads from the Trade Opportunities Program (TOPS), as well as the US Department of Agriculture. GLOBUS also offers daily procurement activity from the Defense Logistics Agency, the United Nations and the Commerce Business Daily leads. STAT-USA Internet service is a subscription service of the US Department of Commerce. It is the site for the US business, economic and trade community providing authoritative information from the federal government. These two databases provide current and historical trade-related releases, international market research, trade opportunities and country analysis.

FOR FURTHER INFORMATION, CONTACT:

US Department of Commerce
STAT-USA Customer Support Center
HCHB, Room 4879
Washington, DC 20230
Telephone: 1-800-STAT-USA (800-782-8872) or (202) 482-1986
Fax: (202) 482-2164
E-mail: statmail@esa.doc.gov
URL: www.stat-usa.gov

USA Trade Online

Provides trade official statistics on US foreign trade. Information on this site can be used to:

- Discover existing and emerging export markets for products;
- Compare one kind of product exports with related products;
- Determine market share of export markets for specific products; and
- Monitor trends in specific products, markets and countries.

Trade Adjustment Assistance (TAA) for Business

Trade Adjustment Assistance is managed by a network of 11 regional, non-profit organizations funded by the US Department of Commerce. It is aimed at helping manufacturers adversely affected by foreign trade. Manufacturers qualify if imports have contributed to declines in employment, sales or production. For eligible manufacturers, the TAA program provides a 50/50 cost sharing of projects aimed at improving the company's competitive position.

FOR FURTHER INFORMATION, CONTACT:

Mid Atlantic Trade Adjustment Assistance Center
550 Township Line Road, Suite 450
Blue Bell, Pennsylvania 19422
Telephone: (800) 566-7522 or (610) 825-7819
Fax: (610) 825-7708
E-mail: info@mataac.org
URL: www.taacenters.org or www.mataac.org

Trade Information Center

The Trade Information Center (TIC) provides companies assistance in exporting procedures or services to Western Europe, Asia, the Western Hemisphere, Africa and the Near East. TIC trade specialists:

- Advise US firms on all government export programs;
- Guide businesses through the export process;
- Provide country and regional business counseling on standards and trade regulations; distribution channels, opportunities and best prospects for US companies, tariffs and border taxes, customs procedures and common commercial difficulties;
- Direct businesses to market research and trade leads; and
- Provide information on overseas and domestic trade events and activities.
- Trade Information Center specialists also direct businesses to state and local trade organizations that provide additional assistance. A free copy of the *Export Programs Guide: A Business Guide to Federal Export Assistance*, describes the programs of the 20 federal agencies involved in exporting. The Trade Information Center's website integration into export.gov provides a plethora of information; personal one-on-one assistance available at 1-800-USA-Trade.

**TO OBTAIN A COPY OF THE EXPORT PROGRAMS GUIDE OR
FOR FURTHER INFORMATION, CONTACT:**

USA Trade Information Center, Ronald Reagan Building
1300 Pennsylvania Avenue NW, Suite 800
Washington, DC 20004
Telephone: 1-800-USA-TRADE (1-800-872-8723)
URL: www.export.gov

US Trade and Development

The US Trade and Development Agency advances economic development and US commercial interests in developing middle-income countries. The agency funds various forms of technical assistance, feasibility studies, training, orientation visits and business workshops that support the development of a modern infrastructure and a fair and open trading environment.

To assist US businesses in their export efforts, Trade Development's industry and international experts are organized into six major industry sectors: 1) Technology and Aerospace Industries; 2) Basic Industries; 3) Textiles, Apparel and Consumer Goods Industries; 4) Service Industries and Finance; 5) Environmental Technologies Exports and 6) Tourism Industries. Services include:

- Providing marketing seminars and business counseling;
- Conducting executive trade missions;
- Attending trade fairs; and
- Providing product literature centers.

FOR FURTHER INFORMATION, CONTACT:

US Trade and Development Agency
1000 Wilson Boulevard, Suite 1600
Arlington, Virginia 22209-3901
Telephone: (703) 875-4357
Fax: (703) 875-4009
E-mail: info@ustda.gov
URL: www.ustda.gov

International Foreign Trade Zone

A Foreign-Trade Zone (FTZ) is a designated area within US borders that promotes domestic employment and helps US firms compete in the global marketplace. An FTZ is located in or near a US Customs port of entry, where foreign and domestic merchandise is generally considered to be international commerce. Foreign or domestic merchandise may enter this space without a formal customs entry, payment of custom duties or government excise taxes. Duty-free treatment is accorded items that are re-exported and duty payment is deferred on items sold in the US market.

International Foreign Trade Zones offer additional benefits of Inverted Tariffs, logistical and other benefits. For example, foreign and domestic goods held for export are exempt from state/local inventory taxes. FTZ status may also make a site eligible for state/local benefits unrelated to the FTZ Act. For a complete list of FTZ's in Virginia please visit: <http://www.ia.ita.doc.gov/ftzpage>.

FOR FURTHER INFORMATION, CONTACT:

Foreign Trade Zone #137
Washington Dulles International Airport
Grantee: Washington Dulles Foreign-Trade Zone
44701 Propeller Court, Suite 100
Dulles, VA 20166
Telephone: (703) 572-8714
Fax: (703) 572-8418
URL: www.washingtonairports.com/

MANAGEMENT AND TECHNICAL ASSISTANCE SERVICES PRINCE WILLIAM COUNTY

Flory Small Business Development Center

A designated intermediary for SBA's Pre-Qualification Loan Program, the Flory Small Business Center provides one-on-one business counseling in:

- Financing options and preparation of loan applications;
- Business plan development, sales and marketing, hiring policies, benefits programs;
- Government procurement, including 8(a) application development and review.

FOR FURTHER INFORMATION, CONTACT:

The Flory Small Business Development Center
10311 Sudley Manor Drive
Manassas, Virginia 20109
Telephone: (703) 335-2500
Fax: (703) 335-1700
E-mail: FloryCenter@attglobal.net
URL: <http://florycenter.mymediaroom.com/>

George Mason Enterprise Center @ Prince William

The Mason Enterprise Center specializes in small business services, government contracting, international business, entrepreneurship, technology ventures and telework initiatives. The Mason Enterprise Center provides business owners with access to faculty, students, alumni, researchers, information sources, inventions and other resources required to help expand businesses, improve organizations and strengthen the economy. The George Mason Enterprise Center at Prince William offers the following services:

International Business Development Program (IBDP)

The International Business Development Program (IBDP) is a customized program to assist companies in achieving practical business results in key IT marketplaces worldwide. Program services include consultation, international market planning and business partnerships. The program is customized to prepare and promote companies for the Mentor-Protégé Program.

Mentor-Protégé Program (MPP)

The Mentor-Protégé Program supports a Department of Defense (DOD) program and serves as a vehicle for building long-term business relationships among major DOD contractors and 8(a) small disadvantaged businesses and women-owned small businesses. George Mason University serves as a third party developmental assistance provider to protégé firms in the following areas:

- General business management;
- Engineering and technical areas; and
- Training.

Procurement Technical Assistance Program (PTAP)

The PTAP is a Defense Logistics Agency and George Mason University cooperative agreement to provide assistance to increase contracting and sub-contracting activity among small businesses, major prime contractors and federal, state and local government. Its services include counseling on business and proposal development, small business programs, program management and other procurement matters, as well as market research, outreach and educational programs.

Telework and Training Centers (TTC)

George Mason University's Telework and Training Centers (TTC) provide close-to-home alternative workspaces. The workspace is fully equipped with computer, telephone, high-speed internet access and access to a copier, fax machine and network printer. Flexible lease options are available.

FOR FURTHER INFORMATION, CONTACT:

George Mason University Prince William Campus
Mason Enterprise Center @ Prince William
10900 University Boulevard
Bull Run Hall
MS: 1J2
Manassas, Virginia 20110
Telephone: (703) 993-9415
E-mail: ppeacock@gmu.edu
URL: www.mecpw.com

George Mason Small Business Development Centers (SBDC)

Northern Virginia SBDCs provide business assistance, counseling and training to growing companies and entrepreneurs. One-on-one counseling and business courses are available in the areas of start-up, sources of capital, accounting, management, marketing and business planning. Prince William County businesses can obtain services at any of the following regional SBDCs:

Alexandria SBDC
801 North Fairfax Drive, Suite 402
Alexandria, Virginia 22314-1774
Telephone: (703) 778-1292
Fax: (703) 778-1293
URL: www.alexandriasbdc.org

Loudoun County SBDC
21145 Whitfield Place, Suite 104
Sterling, Virginia 20165
Telephone: (703) 430-7222
Fax: (703) 430-7258
URL: www.loudounsbdc.org

Mason Enterprise Center
4031 University Drive, Suite 200
Fairfax, Virginia 22030
Telephone: (703) 277-7747
Fax: (703) 277-7722
URL: www.sbdc.org

Lord Fairfax SBDC — Fauquier
6480 College Street
Warrenton, Virginia 20187-8820
Telephone: (540) 351-1595
Fax: (540) 351-1597
URL: www.lfsbdc.org

Senior Corps of Retired Executives (SCORE)

SCORE is an organization of experienced business counselors providing free business counseling and advice to all types of businesses in all stages of development. Counseling is offered through individual meetings and via e-mail. The SCORE web site, www.score.org also provides the following assistance:

- **Reading Room:** provides short articles on starting and running a small business
- **Business Columnist:** papers on issues important to operating a small business
- **60-Second Guides:** quick read information available in English and Spanish
- **Top Five Business Tips**
- **Resources for Women, Minority, Hispanic, Veterans & Young Entrepreneurs** (under 35)

FOR FURTHER INFORMATION, AND SCHEDULE AN APPOINTMENT CONTACT:

Renee Younes
10900 University Boulevard
Bull Run Hall, Room 147
Manassas, Virginia 20110
Telephone: (703) 993-9415
Email: ryounes@gmu.edu
URL: www.mecpw.com

MANAGEMENT AND TECHNICAL SERVICES - VIRGINIA

Center for Innovative Technology (CIT)

In the midst of this year's financial uncertainty, the Center for Innovative Technology, headquartered in Herndon, VA, continues to focus on the technologies and new company formations that will sustain and nurture an innovation-based economy. CIT professionals supply technology and business expertise across four service lines that support entrepreneurs and communities, as well as companies with high growth and commercialization potential and those conducting long-term basic research.

CIT Entrepreneur helps emerging technology companies find early-stage capital by making connections with "hard to access" private and federal funding sources and invests in Virginia's high-potential seed stage technology and life science companies through CIT GAP Funds. In addition, the Federal Funding Assistance Program assists early stage Virginia-based technology firms in obtaining federal R&D funding, primarily SBIR and STTR grants.

CIT Connect links large-scale federal and corporate consumers of technology with innovation created by private sector start-up companies.

CIT R&D unites research and private sector companies in translational research and development projects to find innovative solutions to the challenges faced by our Commonwealth, region and nation.

CIT Broadband offers a unique "holistic" supply and demand approach to solving the broadband equation.

FOR FURTHER INFORMATION, CONTACT:

Virginia Center for Innovative Technology
2214 Rock Hill Road, Suite 600
Herndon, Virginia 20170-4228
Telephone: (703) 689-3000
Fax: (703) 689-3041
URL: www.cit.org

Virginia Business One Stop System

Virginia's Business One Stop currently offers a way for Virginia entrepreneurs to obtain a list of pre-printed business registration forms, as well as other business formation requirements. The system allows the user to create an account, answer a few questions on their business, and receive a customized list of requirements based on their specific type of business, business structure and location.

The Business One Stop can be accessed at the Virginia Department of Business Assistance website: www.vdba.virginia.gov.

FOR FURTHER INFORMATION CONTACT:

Virginia Business Information Center (VBIC)
Phone: (804) 371-0438 or toll free at 1-866-248-8814
Email: vbic@vdba.virginia.gov
URL: www.vdba.virginia.gov

Virginia Department of Business Assistance

The Virginia Department of Business Assistance (DBA) is an economic development agency devoted to the growth and success of the Virginia business community. The agency offers a variety of services for businesses including: access to capital, incentives for workforce training and retraining, seminars, business information and training in state and federal government contracting.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Business Assistance
707 East Main Street, Suite 300
Richmond, Virginia 23219
Telephone: (804) 371-0438 or toll free at 1-866-248-8814
Fax: (804) 371-2142
E-mail: vbic@dba.virginia.gov
URL: www.dba.virginia.gov

MANAGEMENT AND TECHNICAL ASSISTANCE - FEDERAL

US Small Business Administration (SBA)

Disaster Recovery Assistance

Businesses located in a declared disaster area that have suffered any disaster-related damage may be eligible for federal disaster assistance. Businesses may apply directly to the Small Business Administration for possible disaster assistance. SBA Disaster Business Loan applications may be downloaded from the SBA web site, www.sba.gov and submitted to the Disaster Area office servicing Virginia at:

US Small Business Administration
Disaster Area 1 Office
360 Rainbow Blvd., South
Niagara Falls, New York 14303
Telephone: 1-800-659-2955
URL: www.sba.gov

Financial Assistance

See "Financing - Federal" section of this publication for a description of SBA loan programs.

Procurement

Central Contractor Registration Database

The SBA's Office of Government Contracts maintains a computerized database of small businesses nationwide that are interested in federal procurement opportunities. Information includes a summary of company capabilities, ownership and qualifications. Federal agencies and major prime contractors utilize this system to identify small businesses with needed capabilities. To register a company for participation in the database go to www.ccr.gov.

FOR FURTHER INFORMATION, CONTACT:

CCR Assistance Center
Telephone: (888) 227-2423
URL: www.ccr.gov

Section 8 (a) Minority Small Business Contract Set-Aside Program

Through this program, the SBA assists in company development using the Section 8(a) sole-source contracting authority of the Small Business Act, in addition to management and technical assistance.

Subcontracts for Small Businesses/Small Disadvantaged Businesses

Federal agencies are required to ensure that prime contractors and subcontractors with contracts of \$50,000 or more (\$1 million for construction of public facility contracts) subcontract with small businesses and small disadvantaged businesses. To accomplish this, prime contractors must submit plans for subcontracting with such businesses.

Technical Assistance and Training and Counseling

Entrepreneurial Development, Business/ Community Initiatives, Small Business Development Centers, Small Business Training Network, Native American Affairs, Women's Business Ownership and International Trade.

FOR FURTHER INFORMATION ABOUT SBA SERVICES, CONTACT:

US Small Business Administration
Headquarters Office
409 Third Street, SW
Washington, DC 20416
Telephone: 800-U-ASK-SBA
URL: www.sba.gov

US Small Business Administration
Richmond Virginia District Office
400 North 8th Street
Federal Bldg., Suite 1150
Richmond, Virginia 23240
Telephone: (804) 771-2400
Fax (804) 771-2764
URL: www.sba.gov/va

MINORITY AND WOMEN-OWNED BUSINESS SERVICES

Minority Business Development Agency

The Minority Business Development Agency (MBDA) at the U.S. Department of Commerce is the only federal agency dedicated to advancing the establishment and growth of minority-owned firms in the United States. Through a network of minority business centers and strategic partners, MBDA works with minority entrepreneurs who wish to grow their businesses in size, scale and capacity. These firms are then better positioned to create jobs, impact local economies and expand into national and global markets. MBDA has spent more than four decades increasing the competitiveness of minority firms.

FOR FURTHER INFORMATION, CONTACT:

Minority Business Development Agency
US Department of Commerce
Office of Program Development
1401 Constitution Avenue, NW,
Washington, DC 20230
Telephone: (202) 482-3261 or (888)-324-1551 (Toll Free)
URL: www.mbda.gov

SBA Office of Women's Business Ownership

This Office promotes the growth of women-owned businesses through programs that address business training and technical assistance and provide access to credit, capital, federal contracts and international trade opportunities. The Online Women's Business Center assists women in starting and building successful businesses.

FOR FURTHER INFORMATION, CONTACT:

Small Business Administration
Office of Women's Business Ownership
409 Third Street SW, Sixth Floor
Washington, DC 20416
Telephone: (202) 205-6673
Fax: (202) 205-7287
E-mail: owbo@sba.gov
URL: www.onlinewbc.gov

Virginia Department of Minority Business Enterprise

The Virginia Department of Minority Business Enterprise (VDMBE) mission is to enhance the participation of small, women, and minority owned businesses in the Virginia procurement process. Services include:

Certification: The agency administers the Small, Women- and Minority-owned Businesses under Virginia's "SWaM" Procurement Initiative, and the federal U.S. Department of

Transportation's Disadvantaged Business Enterprise ("DBE") Program. Companies wishing to apply for certification are strongly encouraged to visit the agency website at www.dmbv.virginia.gov.

Management and Technical Assistance: The Department provides management and technical assistance to certified businesses seeking to engage in the state's highway and public construction projects. The Agency also performs procurement advocacy for certified businesses in working with state and federal agency procurement officials, prime contractors and universities.

Vendors Directory and Web Search: The names of certified firms are posted on the DMBE website and on-line search functions easily locate businesses that provide specific goods and services in pre-defined geographic areas.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Minority Business Enterprise
1111 East Main Street, Suite 300
Richmond, Virginia 23219
Telephone: (800) 223-0671 (Virginia Only) or (804) 786-6585
Fax: (804) 786-9736
E-mail: dmbv@dmbv.virginia.gov
URL: www.dmbv.virginia.gov

Women's Business Center of Northern Virginia

The Women's Business Center of Northern Virginia, a program of the Community Business Partnership, provides training, assistance and support to women to start and grow successful small businesses. Services include:

- Multi-lingual training in all aspects of starting and growing a business;
- One-on-one technical assistance and counseling;
- Computer and internet access;
- Resources and referral network;
- Networking and personal support;
- Marketing assistance; and
- Business Incubation Center

FOR FURTHER INFORMATION, CONTACT:

Women's Business Center of Northern Virginia
7001 Loisdale Road, Suite C
Springfield, Virginia 22150
Telephone: (703) 778-9922
Fax: (703) 768-0547
Email: info@wbcnova.org
URL: <http://cbponline.org>

ORGANIZATIONS FOR BUSINESS

American Small Business Coalition (ASBC)

The American Small Business Coalition is a membership organization exclusively focused on supporting companies doing business in the government sector through relationship development, best practices and market intelligence. The primary goal of the organization is to ensure that government agencies are able to identify viable and vetted companies who can support agency mission requirements, and that companies have ready access to established and leaders from government and industry. ASBC events are held in the greater Prince William County region.

FOR FURTHER INFORMATION, CONTACT:

American Small Business Coalition
PO Box 2786
Columbia, Maryland 21045
Phone: (410) 381-7378
Fax: (410) 381-2381
Email: gtimberlake@theasbc.org
URL: www.theasbc.org

Northern Virginia Black Chamber of Commerce

The Northern Virginia Black Chamber of Commerce creates opportunities for businesses and entrepreneurs to build networks, obtain practical professional development, and gain the skills to strategically grow their companies. The Chamber delivers products and services designed to maximize your investment, including networking events, seminars, and resources. We facilitate the growth of minority owned businesses in Northern Virginia and of those businesses that wish to partner with them.

FOR FURTHER INFORMATION, CONTACT:

Northern Virginia Black Chamber of Commerce
PO Box 6265
Alexandria, VA 22306
Phone: (703) 879-2770
Fax: (703) 879-2443
Email: info@novabcc.org
URL: www.novabcc.org

Northern Virginia Technology Council (NVTC)

The Northern Virginia Technology Council (NVTC) is the membership and trade association for the technology community in Northern Virginia. NVTC member services includes:

1. Networking and educational opportunities, programs, events, and forums;
2. Communication of programs, opportunities, regional, national and global activities;
3. Public policy advocacy and awareness at the regional, state level and national levels;
4. Creation of international business opportunities and promotion of the region as a global technology center;
5. Leadership on workforce-related educational development facing the technology industry.
6. Involvement of our technology community in:
 - a. Promoting economic development throughout the Commonwealth;

- b. Enhancing productivity, effectiveness and competitiveness in business, government, and education;
 - c. Providing, through the Equal Footing Foundation, technology-related educational and community service programs in Northern Virginia; and
 - d. Partnering with other organizations to support these objectives.
7. Entrepreneurship in the region through promoting the growth and success of entrepreneurs.

FOR FURTHER INFORMATION, CONTACT:

Northern Virginia Technology Council
2214 Rock Hill Road, Suite 300
Herndon, VA 20170
Phone: (703) 904-7878
Fax: (703) 904-8008
Email: nvtc@nvtc.org
URL: www.nvtc.org

Prince William County—Greater Manassas Chamber of Commerce

The Prince William County—Greater Manassas Chamber of Commerce provides many services to its members including leadership and mentoring programs; support for quality of life organizations and events; building and maintaining communication between Chamber members, the community and the legislature; as well as helping to cultivate an economic and political climate conducive to business development and the growth of existing businesses.

FOR FURTHER INFORMATION, CONTACT:

Prince William County — Greater Manassas Chamber of Commerce
8963 Center Street
Manassas, Virginia 20110
Telephone: (703) 368-6600
Fax: (703) 368-4733
URL: www.pwcgmcc.org

Prince William Regional Chamber of Commerce

The Prince William Regional Chamber of Commerce is an organization of businesses and community organizations working together to sustain a strong business climate. The Chamber provides companies an array of business resources to promote business growth initiatives and works to stimulate economic growth, effect public policy and enhance the region's quality of life.

FOR FURTHER INFORMATION, CONTACT:

Prince William Regional Chamber of Commerce
4320 Ridgewood Center Drive
Prince William, Virginia 22192
Telephone: (703) 590-5000
Fax: (703) 590-9815
URL: www.regionalchamber.org

Quantico/Belvoir Regional Business Alliance Inc. (BRAC Alliance)

The Quantico / Belvoir Regional Business Alliance is a not-for-profit organization whose mission is to position the region as a welcoming and supportive community to the military and their business partners. The organization works to:

- Facilitate positive outcomes from the Base Realignment And Closure program, at Quantico and Fort Belvoir as well as participating communities in Northern Virginia.
- Identify and address available BRAC-related business opportunities
- Upgrade the workforce to meet identified needs and to address opportunities
- Improve the flow of information amongst all interested parties
- Form partnerships with key individuals and organizations
- Build relationships in support of mutual interests.

The Alliance's primary services to members include: Providing Information, Facilitating Networking, and Enabling Access to Decision Makers.

FOR FURTHER INFORMATION CONTACT:

Quantico/Belvoir Regional Business Alliance Inc.
Miles Friedman
President
14059 Crown Court
Woodbridge, VA 22193
Phone: (703) 730-2020
Email: mfriedman@qbrbusinessalliance.com
URL: www.qbrbusinessalliance.com

Virginia Asian Chamber of Commerce

VACC helps Asian businesses to compete in the global marketplace with strategic research, guidance, and connections. AABAC (Asian American Business Assistance Center) is focused on delivering innovative business services to companies wishing to enter the Asian market.

FOR FURTHER INFORMATION, CONTACT:

Virginia Asian Chamber of Commerce
14214 Washington Highway
Ashland, Virginia 23005
Telephone: (804) 798-3975
E-mail: aabac@aabac.org
URL: www.aabac.org

Virginia Chamber of Commerce

The Virginia Chamber is a statewide advocate for businesses in the Commonwealth. The goal of the organization is to protect their members' interests on a broad range of issues including: taxation, environmental regulation, transportation, labor relations, health care, education and workforce training, workers' compensation, technology, economic development, and government operations. The Chamber provides opportunities for members to connect with those people and organizations that will help their businesses grow.

FOR FURTHER INFORMATION, CONTACT:

Virginia Chamber of Commerce
9 South Fifth Street
Richmond, Virginia 23219
Telephone: (804)644-1607
Fax: (804)783-6112
URL: www.vachamber.com

Virginia Hispanic Chamber of Commerce

The Virginia Hispanic Chamber of Commerce was founded in May 2000 as the first statewide organization to empower Hispanics in the Virginia business community by building economic, social, and cultural bridges between Virginia and its growing Hispanic community.

FOR FURTHER INFORMATION, CONTACT:	or	FOR FURTHER INFORMATION, CONTACT:
Virginia Hispanic Chamber of Commerce		Northern Virginia Office
10700 Midlothian Turnpike, Suite 200		8300 Boone Boulevard, 4 th Floor
Richmond, Virginia 23235		Vienna, Virginia 22182
Telephone: (804) 378-4099		Telephone: (703) 740-0303
Fax: (804) 379-1727		Fax: (703) 893-1269
E-mail: info@VAHCC.com		
URL: www.VAHCC.com		

PROCUREMENT — LOCAL

Prince William County Department of Finance

The Prince William County government purchases a wide variety of goods and services. The County has an e-government portal and encourages businesses to register online as a vendor. Prince William County Minority and Women-Owned Business Policy includes undertaking every reasonable effort to increase the opportunity for participation in the procurement process by small, minority and women owned firms. The full policy can be viewed on the web site.

FOR FURTHER INFORMATION, CONTACT:
Prince William County Department of Finance
Purchasing Office
1 County Complex Court
Prince William, Virginia 22192
Telephone: (703) 792-6770
Fax: (703) 792-4611
E-mail: purchasing@pwcgov.org
URL: www2.pwcgov.org/e-proc

Prince William County Park Authority

The Prince William County Park Authority develops and maintains parks and recreation for the residents of Prince William County. Businesses wishing to serve as vendors of goods and services may contact the Authority.

FOR FURTHER INFORMATION, CONTACT:
Prince William County Park Authority
Department of Finance — Purchasing
14420 Bristow Road
Manassas, Virginia 20112-3932
Telephone: (703) 792-7060 Fax: (703) 792-4278
E-mail: financev@pwcparcs.org
URL: www.pwcparcs.org

Prince William County Public Schools System

The Prince William County Schools Construction Department provides supervision and support of planning, design and construction activities for capital improvement projects. All projects go out for bid. To become a vendor, a business is required to register with the Purchasing Department at www.pwcs.edu/purchasing.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Public Schools
Purchasing Department
14715 Bristow Road
Manassas, Virginia 20112
Telephone: (703) 791-8743
Fax: (703) 791-7462
URL: www.pwcs.edu/purchasing

Prince William County Service Authority

The Prince William County Service Authority provides comprehensive water and sewer services in the Prince William area. To register as a vendor, contact the Authority.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Service Authority
Purchasing Office
4 County Complex Court
Woodbridge, Virginia 22195-2266
Telephone: (703) 335-8925
Fax: (703) 335-7954
URL: www.pwcsa.org

PROCUREMENT — REGIONAL

Metropolitan Washington Council of Governments Cooperative Purchasing Program

The Metropolitan Washington Council of Governments (COG) is a regional organization composed of 21 local governments:

Virginia - Alexandria, Arlington County, Fairfax, Fairfax County, Falls Church, Loudoun County, Manassas, Manassas Park and Prince William County;

Maryland - Bladensburg, Bowie, College Park, Frederick, Frederick County, Gaithersburg, Greenbelt, Montgomery County, Prince George's County, Rockville and Takoma Park; and **District of Columbia**.

The COG Cooperative Purchasing Program assists member jurisdictions in reducing costs for the purchase of commodities and services. There are two ways the program creates cooperative purchasing from vendors:

The Rider Clause: A clause in a jurisdiction's solicitation asking bidders if they are willing to sell to other jurisdictions in the region (that participate in the COG Cooperative Purchasing Program) under the same terms and conditions as those stipulated in the issuing jurisdiction's solicitation and for the same price as being bid to the issuing jurisdiction. There is no obligation on either party.

Joint Solicitation: An Invitation for Bids (IFB) or Request for Proposals (RFP) issued by a

single jurisdiction that includes requirements from other participating jurisdictions. The other jurisdictions agree to purchase from the vendor selected by the issuing jurisdictions. This method allows for combining the region's requirements for a commodity or service to take advantage of the region's large purchasing power. The COG web site has a section announcing RFPs.

FOR FURTHER INFORMATION, CONTACT:

Metropolitan Washington Council of Governments (COG)
777 North Capitol Street NE, Suite 300
Washington, DC 20002
Telephone: (202) 962-3200
Fax: (202) 962-3201
E-mail: info@mwkog.org
URL: www.mwkog.org

PROCUREMENT — VIRGINIA

Virginia Business Pipeline

The Virginia Business Pipeline (VBP) is an online database composed of businesses located in the Commonwealth. The VBP functions as a marketing tool for goods and services provided by Virginia businesses, and as a supply management resource for organizations. Users can access the VBP database to identify and acquire resources needed to achieve strategic business objectives.

FOR FURTHER INFORMATION, CONTACT:

Virginia Business Pipeline
PO Box 3768
Radford, Virginia 24143
Telephone: (540) 731-6800
Fax: (540) 731-6808
E-mail: pipeline@vebinc.org
URL: www.virginiabusiness.org

Virginia Department of General Services — eVA

The Commonwealth of Virginia has developed eVA, a business-to-government web site that automates government purchasing activities. It is available to all suppliers engaging in business with the Commonwealth of Virginia. It provides online supplier registration information that allows a business to easily setup and maintain the company's profile, automatically deliver potential orders to a company's desktop, allow for electronic submission of bids and proposals, as well as for catalog orders.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of General Services
Division of Purchases and Supply
1111 East Broad Street
PO Box 1199
Richmond, Virginia 23218-1199
Telephone: (804) 786-3842
Fax: (804) 225-3707
Email: eVACustomerCare@dgs.virginia.gov
URL: www.eva.virginia.gov

Virginia Regional Minority Supplier Development Council (VMSDC)

VMSDC is a member organization of major corporations, financial institutions, government agencies, universities and Virginia companies. It promotes and facilitates business relationships between its members and certified minority-owned enterprises. Minority businesses interested in taking advantage of VMSDC programs and services are required to complete a certification process to determine whether the company is owned and controlled by a person representing a racial minority group. The VMSDC is one of the affiliates of the National Minority Supplier Development Council.

FOR FURTHER INFORMATION, CONTACT:

Virginia Minority Supplier Development Council

9210 Arboretum Parkway, Suite 150

Richmond, Virginia 23236

Telephone: (804) 320-2100 or Northern Virginia Regional Office (703) 903-3431

Fax: (804) 320-3966

URL: www.vmsdc.org

Virginia Department of Transportation (VDOT)

Through its Purchasing and General Services Sections, VDOT purchases more than \$500 million worth of goods, services, building construction, maintenance and renovation annually for Virginia's network of roads, highways, rail lines and airports. In order to participate in VDOT's procurement process, businesses must be pre-qualified.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Transportation

Construction Division, Prequalification Section

1401 East Broad Street

Richmond, Virginia 23219

Attn: Suzanne Lucas

Telephone: (804) 786-2941

E-mail: Prequalification@VDOT.Virginia.gov

URL: www.virginiadot.org/business

FOR INFORMATION ON SPECIFIC COMMODITIES, CONTACT :

NAME	PHONE	COMMODITIES
Mike Hall, VCO, Assistant Division Administrator - Operations	(804) 786-3150	
William 'Bill' Barker, CPPB, VCO Contract Officer	(804) 786-7974	Professional services
Alice Braswell-Jones, <u>VCO</u> <u>Contract Officer</u>	(804) 786-1642	Lighting Maintenance
Ryan Ferebee, VCCO Contract Officer	(804) 371-6728	Capital outlay

DOING BUSINESS IN PRINCE WILLIAM COUNTY

Fred Haasch, CPPB, VCO Contract Officer	(804) 786-2764	Street sweeping, bridge cleaning
Caroline Hudgins, CPPB, VCO Contract Officer	(804) 786-2725	Aggregate, heavy equipment, repair parts, blades/snowplows and graders, mowers, snowplows
Elizabeth Mauney, CPPB, VCO Contract Officer	(804) 371-6727	Temporary personnel services, lumber, pipe, , printing, copiers
Susan McMorris, VCO Contract Officer	(804) 786-1095	Trucks, vans, auditing services
Walter Parker, VCO Contract Officer	(804) 371-6732	Tree trimming, tree removal, equipment with operator, herbicide spraying
Toya Peterson, Procurement Manager, CPPB, VCO	(804) 786-2721	
Cary Stickel, VCO Contract Officer	(804) 786-2753	Rest area maintenance, snow removal, street sweeping, security and janitorial
Margaret Sumiel, VCO Contract Officer	(804) 786-5782	TAMS, conference planning, office supplies, capitol outlay
Dan Vasquez, CPPB, VCO Contract Officer	(804) 786-5179	Traffic signal supplies, traffic counting supplies/services, traffic control services, snow removal, ferry boats, tunnels, sodium chloride, calcium chloride
Brenda Williams, VCO Contract Officer	(804) 786-2777	Professional Services
Calisha Williams, VCO Contract Officer	(804) 371-6730	Mowing, traffic control services *Numbers and commodities may change

Small Businesses, Women-Owned and Minority-Owned Businesses

VDOT is required to utilize disadvantaged businesses (minority-owned or women-owned) on projects. In order to determine that the firms have the resources (equipment, personnel and financial capability) to perform, the firms are required to be pre-qualified. The process is administered by the Virginia Department of Minority Business Enterprise.

FOR FURTHER INFORMATION, CONTACT:

Virginia Department of Minority Business Enterprise,
1111 East Main Street, Suite 300
Richmond, Virginia 23219
Telephone: 1-800-223-0671 (Virginia Only Toll Free) Toll Free 1-888-792-6323
or (804) 786-6585
Fax: (804) 786-9736
E-mail: dmbe@dmbe.virginia.gov
URL: www.dmb.e.virginia.gov

PROCUREMENT — FEDERAL

SBIR.gov

SBIR.gov is a Small Business Innovation and Research (SBIR) program resource center that provides links to SBIR participating agencies; information on national and regional conferences and workshops; State resources, including contacts, newsletters, and other resource information; and a solicitation topic search engine for ALL participating SBIR agencies. Please visit www.sbir.gov for more information.

US Department of Defense

The US Department of Defense participates in the fedbizopps.gov web-based procurement system. The Department of Defense Logistics Agency, as well as all branches of the military, purchase from outside vendors. The agency provides information on selling products and services to the military through the Office of the Under Secretary of Defense, Acquisition, Technology and Logistics web site at www.acq.osd.mil. Search for "Selling to the Military."

Defense Logistics Agency — Procurement Technical Assistance Program

The Defense Logistics Agency, on behalf of the Secretary of Defense, administers the DOD Procurement Technical Assistance Program (PTAP). PTAP Centers are a local resource available at a nominal cost or at no charge that can provide assistance to business firms in marketing products and services to the federal, state and local governments.

FOR FURTHER INFORMATION, CONTACT:

George Mason University
Mason Enterprise Center*
Director, Procurement Technical Assistance Program
4031 University Drive, Suite 200,
Fairfax, Virginia 22030
Telephone: (703) 277-7757
Fax: (703) 352-8195
E-mail: ptap@gmu.edu
URL: www.gmu.edu/gmu/PTAP

The Military branches and some Defense agencies also have small business specialists at each procurement and contract management office to assist small businesses, small disadvantaged businesses and women-owned firms in marketing their products and services. Specialists provide information and guidance on the following: 1) defense procurement procedures; 2) how to be placed on

the solicitation mailing lists and 3) how to identify prime contract and subcontract opportunities. The Army, Navy, Air Force and Defense Logistics Agency maintain the names of Small Business Specialists associated with their organizations.

FOR FURTHER INFORMATION, CONTACT:

US Army Contracting Command

Office of Small Business Programs

9301 Chapek Rd

Fort Belvoir VA 22060-5527

Telephone: (703) 806-4017

Fax (703) 806-8862

Email: Alice.M.Williams@us.army.mil

URL: <http://www.amc.army.mil/acc/>

Marine Corps Exchange, Headquarters

3044 Catlin Avenue

Quantico, Virginia 22134-5099

Telephone: (703) 784-1920

Fax: (703) 784-5354

URL: www.usmc-mccs.org/buspartner/vendor

Navy Exchange Service Command

3280 Virginia Beach Boulevard

Virginia Beach, Virginia 23452-5724

Attn: Code K — Small Business Office

Phone: (757) 631-3696

Fax: (757) 631-4508

E-mail: smallbusinessoffice@nexweb.org

URL: www.navy-nex.com

US General Services Administration

Doing Business with GSA Guide

The GSA Office of Small Business Utilization has created a new brochure that offers guidance on contracting with GSA and other Federal Agencies. The guide can be found at:
www.gsa.gov/smallbizguide

FedBizOpps.gov

The General Services Administration (GSA) is the single government point of entry for federal procurement opportunities over \$25,000. Through FedBizOpps.gov, commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the federal government. A vendor can only become a GSA schedule contractor in response to a specific solicitation. For further information, check out www.fbo.gov or go to the GSA web site at www.gsa.gov.

Federal Procurement Data Systems (FPDS)

The Federal Procurement Data Center (FPDC), part of the US General Services Administration, operates and maintains the Federal Procurement Data System (FPDS). The FPDS is the central repository of statistical information on Federal contracting. The system contains detailed information on contract actions over \$24,000 and summary data on procurements of less than \$25,000. Executive branch departments and agencies award over \$200 billion annually for goods and services. The system can identify all purchasing related information (i.e. goods/services, provider, cost, date and location). For further information on FPDS, go to <https://www.fpds.gov>.

“Your Guide for How to Market to the Federal Government”

An introduction to marketing services and products to the federal government is provided through a free, detailed guide provided by the General Service Administration (GSA). Visit www.gsa.gov and download, “Your Guide for How to Market to the Federal Government.”

FOR FURTHER INFORMATION, CONTACT:

US General Services Administration
Business Service Center
Seventh & D Streets, SW, Room 1050
Washington, DC 20408
Telephone: (202) 708-5804 Fax: (202) 205-2872
E-mail: Fbo.supportagsa.gov
URL: www.gsa.gov

US Small Business Administration (SBA)

Small Business Innovation and Research Program (SBIR)

SBIR is a competitive awards program for small businesses. Only a small, domestic, for-profit business with 500 or fewer employees is eligible for the SBIR awards. Nonprofit and foreign based firms are not eligible. Federal agencies with research and development budgets greater than \$100 million are required to establish Small Business Innovation and Research (SBIR) Programs. Small businesses may submit technical proposals to the SBIR solicitations of the 11 participating agencies: Departments of Agriculture; Commerce; Defense; Education; Energy; Health and Human Services; Homeland Security; Transportation; Environmental Protection Agency; National Aeronautics and Space Administration; and National Science Foundation.

The program consists of the following three phases:

Phase I — Startup: Awards of up to \$100,000 for approximately six months support exploration of the scientific/technical feasibility of an idea or technology.

Phase II — Research and Development: Awardees of Phase I may receive up to \$750,000 for as many as two years. Research and development work is performed and the project is evaluated for commercialization potential.

Phase III — Marketing: Innovations successfully completed in Phase II and identified as having a positive marketing potential move into the marketplace. No SBIR funds support this phase.

FOR FURTHER INFORMATION, CONTACT:

US Small Business Administration
Office of Technology
409 Third Street, SW, Mail Code #6470
Washington, DC 20416
Telephone: (202) 205-6450
Fax: (202) 481-1518
URL: www.sba.gov/sbir

Small Business Technology Transfer Program (STTR)

The Small Business Technology Transfer Program (STTR) is a highly competitive program that reserves a specific percentage of federal research and development funding for small business and non-profit research institution partners. Central to the program is expansion of the public/private sector partnership including joint venture opportunities for small business and nonprofit research institutions. Each year, five federal departments and agencies reserve a portion of their R&D funds for

awards to small business/nonprofit research institution partnerships. Participating agencies include: Departments of Defense; Energy; Department of Health and Human Services; National Aeronautics and Space Administration; and National Science Foundation.

Small businesses must meet certain eligibility criteria to participate in the STTR Program including: a for-profit, independently operated and American-owned company with no more than 500 employees. The principal researcher need not be employed by the small business.

Following submission of proposals, agencies make STTR awards based on small business/nonprofit research institution qualification, degree of innovation and future market potential.

GRANT AWARD PHASES INCLUDE:

Phase I — Startup: Awards of up to \$100,000, for approximately one year, fund the exploration of the scientific, technical and commercial feasibility of an idea or technology.

Phase II — Research and Development: Awards of up to \$750,000, for as long as two years, to expand Phase I results. R&D work is performed and the developer begins to consider commercial potential.

Phase III — Marketing: During this phase the innovation moves from the laboratory into the marketplace. No STTR funds support this phase.

The US Small Business Administration coordinates the STTR program. It helps the five agencies implement STTR, reviews their progress and reports annually to Congress on its operation.

FOR FURTHER INFORMATION ON THE STTR PROGRAM, CONTACT:

US Small Business Administration
Office of Technology
409 Third Street, SW
Washington, DC 20416
Telephone: (202) 205-6450
URL: www.sba.gov

TOURISM — PRINCE WILLIAM COUNTY

Prince William County – Manassas Convention and Visitors Bureau

The Prince William County/Manassas Convention and Visitors Bureau (CVB) is the destination marketing organization for Prince William County and Manassas. Through targeted marketing efforts the CVB promotes the region to potential leisure visitors, tour groups, and media representatives for the purpose of increasing tourism and economic growth. The CVB is an independent, not-for-profit organization funded by Prince William County.

The CVB assists tourism-related businesses through the following:

- Cooperative Advertising Programs
- Integrated National Marketing Campaigns
- Representation at National Trade Shows for group and consumer travel
- Media Tours
- Public Relations
- Web on-line booking service for hotel rooms
- Discounts and Promotional Opportunities
- Printed and online Calendar of Events and Visitors Guide

FOR FURTHER INFORMATION, CONTACT:

Prince William County/Manassas Convention and Visitors Bureau
8609 Sudley Road, Suite 105
Manassas, Virginia 20110
Telephone: (703) 396-7130 or (800) 432-1792
Fax: (703) 396-7160
E-mail: info@visitpwc.com
URL: www.visitpwc.com

TOURISM — VIRGINIA

Virginia Tourism Corporation

The Virginia Tourism Corporation offers tourism-related businesses multiple services and assistance including:

- Listing travel packages on the Virginia web site — www.Virginia.org;
- Training in travel and tourism;
- Placement of publicity materials in Welcome Centers;
- Research information to help businesses better target tourists;
- Advertising opportunities;
- Media tours; and
- Film and video location promotion.

FOR FURTHER INFORMATION, CONTACT:

Virginia Tourism Corporation
901 East Byrd Street
Richmond, Virginia 23219
Telephone: (804) 545-5500
Fax: (804) 545-5501
URL: www.VATC.org

COMMUNITY RESOURCES

◆ PRINCE WILLIAM COUNTY

ARTS

Arts Council of Prince William

The Arts Council is an affiliate of the Prince William County Park Authority, and provides year-round programming in performing and cultural arts. The Council supports arts organizations ranging from dance to art to historic preservation. The Council is a resource for identifying arts-related activities within the Prince William County region.

FOR FURTHER INFORMATION, CONTACT:

Prince William County Park Authority
Prince William Arts Council
14420 Bristow Road
Manassas, Virginia 20112
Telephone: (703) 792-7060
Fax: (703) 792-4278
URL: www.pwcparks.org/arts

Creative and Performing Arts Center

Creative and Performing Arts Center (CAPAC) is a multicultural performing and visual arts organization that provides cultural understanding through artistic channels. CAPAC offers a means for artistic expression and cultural enrichment for children, teens and adults through painting, dance, song and self-expression while inspiring the community to participate in cultural diversity.

FOR FURTHER INFORMATION, CONTACT:

Creative and Performing Arts Center
PO Box 4970
Woodbridge, Virginia 22195
Telephone: (703) 441-2479
Fax: (703) 792-6944
E-mail: CAPAC4VA@aol.com
URL: www.capacweb.org

Manassas Art Guild

Manassas Art Guild promotes the appreciation of art and fine crafts through workshops, lectures, demonstrations and exhibits. The Guild encourages cooperation and dialogue among artists, students, craftsmen and others engaged in artistic activities; sponsors and promotes competitions and exhibitions to promote the study and improvement of the arts.

FOR FURTHER INFORMATION, CONTACT:

Manassas Art Guild
PO Box 3565
Manassas, Virginia 20108
Telephone: (703) 791-5767
E-mail: info@manassasartguild.com
URL: www.manassasartguild.com

Manassas Dance Company

Manassas Dance Company, founded in 1983, is a non-profit ballet dance organization promoting cultural arts in Northern Virginia. The Company is recognized as a major professional performing arts organization. Shows feature world-class dancers performing classical ballet and modern dance, often offering joint performances with the Prince William Symphony Orchestra.

FOR FURTHER INFORMATION, CONTACT:

Manassas Dance Company
9004 Mathis Avenue
Manassas, Virginia 20110
Telephone: (703) 257-1811
E-mail: info@manassasdance.org
URL: www.manassasdance.org

NOVA-Manassas Community Orchestra

The NOVA/Manassas Community Orchestra is a college/community organization composed of residents of the area and students at the NOVA/Manassas Campus. The Orchestra performs symphonic literature to provide a quality orchestral experience for college students, as well as a performance outlet for the talent and training of area citizens.

FOR FURTHER INFORMATION, CONTACT:

NOVA-Manassas Community Orchestra
Director, Cultural Arts Center
Office of Continuing Education
NVCC, Manassas Campus
6901 Sudley Road
Manassas, Virginia 20109-2399
Telephone: (703) 257-6632
E-mail: info@manassassymphony.org
URL: www.novaorchestra.org/

Pied Piper Theatre

The Pied Piper Theatre, a branch of the Center for the Arts, offers a premiere youth-oriented theatre program. Students receive hands-on training from professional staff in all aspects of musical theatre.

FOR FURTHER INFORMATION, CONTACT:

Pied Piper Theatre
Center for the Arts
9419 Battle Street
Manassas, Virginia 20110
Telephone: (703) 330-2787
Fax: (703) 392-9749
URL: www.center-for-the-arts.org/piedpiper

Prince William Community Band

Formed in 1996, the Prince William Community Band (PWCB) is dedicated to providing Prince William area citizens the opportunity to perform concert band music. PWCB fosters music education in area schools while enhancing community appreciation of the unique concert band sound and literature. Quality performances are volunteered by community musicians ranging from active and retired professional musicians and educators, to skilled young amateurs.

FOR FURTHER INFORMATION, CONTACT:

Prince William Community Band
PO Box 2699
Woodbridge, Virginia 22195
Telephone: (703) 791-4119
E-mail: info@pwcb.org
URL: www.pwcb.org

Prince William Little Theatre

Prince William Little Theatre is an award-winning community theatre company established in 1985 to provide musicals and dramas to Prince William County citizens. Although most productions are adult oriented, there are also opportunities for younger actors and technical staff. Prince William Little Theatre produces and performs four shows per season.

FOR FURTHER INFORMATION, CONTACT

Prince William Little Theatre
PO Box 341
Manassas Virginia 20108-0341
Telephone: (703) 330-7796
Email: webmistress@pwlt.org
URL: www.pwlt.org

Prince William Symphony Orchestra

The Orchestra was established in 1972 and is comprised of professional musicians within the metropolitan region. Several concerts and ensemble performances are offered each season featuring musical education initiatives and collaborations with other community groups such as the Manassas Dance Company, Vpstart Crow and the Center for the Arts.

FOR FURTHER INFORMATION, CONTACT:

Prince William Symphony Orchestra
8665 Sudley Road, Suite 305
Manassas, Virginia 20110
Telephone: (703) 659-0103
Fax: (703) 993-9364
E-mail: info@pwso.org
URL: www.pwso.org

The Youth Orchestras of Prince William

The Youth Orchestras of Prince William (YOPW) began as a single orchestra, founded in 1981 by the Woodbridge Music Club. YOPW enrolls students throughout the region in three string orchestras, two symphony orchestras, a wind symphony and a variety of chamber music ensembles.

FOR FURTHER INFORMATION, CONTACT:

Youth Orchestras of Prince William
PO Box 2127
Woodbridge, Virginia 22195
Telephone: (703) 590-7083
E-mail: yopw@verizon.net
URL: www.pwcweb.com/yopw

Vpstart Crow Productions

Founded in 1994, Vpstart Crow Productions is a professional theatre company dedicated to performing the works of Shakespeare and other theatre classics. Vpstart Crow's mission is to produce live theatre as a vital, accessible and exciting part of community life. Vpstart employs a resident company of local professional actors and artists.

FOR FURTHER INFORMATION, CONTACT:

Vpstart Crow Productions
PO Box 552
Manassas, Virginia 20108
Telephone: (800) 660-8580
E-mail: info@vpstartcrow.com
URL: www.vpstartcrow.com

LEADERSHIP

Leadership Prince William

Leadership Prince William is a private, non-profit organization, offering an innovative program designed to assist in preparing current and emerging community leaders for broader leadership positions in business, local government and community affairs. Directed by a Board of Regents, the program offers a nine- month series of courses to develop personal and professional leadership skills that will forge the future of the Prince William community. The organization is structured to enable graduates to apply for board memberships and thereby strengthen and improve the organization.

FOR MORE INFORMATION, CONTACT:

Leadership Prince William
George Mason University
Mason Enterprise Center
10900 University Boulevard, Suite 147
Manassas, Virginia 20110
Telephone: (703) 993-9607
Fax: (703)993-8631
Email: info@LeadershipPrinceWilliam.org
URL: LeadershipPrinceWilliam.org

Voluntary Action Center

The Voluntary Action Center promotes its mission through a unique referral service connecting volunteers with the County's diverse non-profit community. Recognizing that the needs of each volunteer are as diverse as the opportunities for community service, the Voluntary Action Center offers a personalized experience for individuals seeking to become engaged through volunteerism.

FOR MORE INFORMATION, CONTACT:

Voluntary Action Center
9248 Center Street
Manassas, VA 20110
Telephone: (703) 369-5292
Fax: (703) 369-5671
URL: www.volunteerprincewilliam.org

LIBRARY SERVICES

Prince William Public Library System

The Prince William Public Library System has 10 facilities offering many state-of-the-art services to the community in a wide variety of formats. The system has a book collection of over 800,000 volumes. Over 3,000,000 books are circulated each year, ranking the library in the top tier of the nation. Two specialty information services programs, the Management and Government Information Center (MAGIC) and the Ruth E Lloyd Information Center (RELIC) are recognized throughout the region. MAGIC provides research for local businesses and provides access to statistics, demographics, laws, legislation and government officials; and provides specialized online services, including links to pertinent web sites. RELIC is a local history and genealogy service specializing in the history of local Civil War battles.

FOR FURTHER INFORMATION, CONTACT:

Prince William Public Library System
Administrative Support Center
13083 Chinn Park Drive
Prince William, Virginia 22192
Telephone: (703) 792-6100 Fax: (703) 792-4875
URL: www.pwcgov.org

APPENDIX A: BUILDING SAFETY USE GROUPS DEFINITIONS

Use Group is the first factor that determines the safety requirements for a building. The purpose of a Use Group is to define how the building will be used. The Virginia Uniform Statewide Building Code establishes ten (10) general Use Groups with twenty-six (26) individual Use Groups. Please note that the following is a general listing for familiarization and does not reference any specific tables or exceptions.

Assembly Group A: Gathering together of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation.

- **A-1: FIXED SEATING** intended for the production and viewing of performing arts or motion pictures
- **A-2: INTENDED FOR FOOD AND/OR DRINK CONSUMPTION**
- **A-3: INTENDED FOR WORSHIP, RECREATION OR AMUSEMENT** and other assembly uses not classified elsewhere in Group A
- **A-4: INTENDED FOR VIEWING INDOOR SPORTING EVENTS** and activities with spectator seating
- **A-5: INTENDED FOR PARTICIPATION IN OR VIEWING OF OUTDOOR ACTIVITIES**

Business Group B: Office, professional or service-type transactions

Educational Group E: Six or more persons at any one time for education through grade 12

Factory Group F: Assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations

- **F-1: FACTORY INDUSTRIAL MODERATE-HAZARD**
- **F-2: FACTORY INDUSTRIAL LOW-HAZARD**

High-Hazard Group H: Manufacturing, processing, generation or storage materials that constitute a physical or health hazard in quantities in excess of limits as established by the Code

- **H-1: DETONATION HAZARD**
- **H-2: DEFLAGRATION HAZARD OR A HAZARD FROM ACCELERATED BURNING**
- **H-3: SUPPORT COMBUSTION OR PRESENT A PHYSICAL HAZARD**
- **H-4: HEALTH HAZARDS**
- **H-5: SEMICONDUCTOR FACILITIES** and comparable research and development areas in which hazardous production materials are used

Institutional Group I: People having physical limitations because of health or age are harbored for medical treatment or other care or treatment; people detained for penal or correctional purposes

- **I-1: HOUSING MORE THAN 16 PERSONS, ON A 24-HOUR BASIS** who, because of age, mental disability or other reasons, live in a supervised residential environment. The occupants are capable of responding to an emergency with help from staff.
- **I-2: MEDICAL, SURGICAL, PSYCHIATRIC, NURSING OR CUSTODIAL CARE**, on a 24-hour basis of more than five persons who are not capable of self-preservation
- **I-3: INHABITED BY MORE THAN FIVE PERSONS** who are under restraint or security

DOING BUSINESS IN PRINCE WILLIAM COUNTY

- **I-4: OCCUPIED BY PERSONS** of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage or adoption

Mercantile Group M: Display and sale of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public

Residential Group R: Provide sleeping accommodations when not classified as Institutional Group I

- **R-1: RESIDENTIAL OCCUPANCIES** where the occupants are primarily transient in nature (less than 30 days)
- **R-2: RESIDENTIAL OCCUPANCIES** containing more than two dwelling units where the occupants are primarily permanent in nature
- **R-3: RESIDENTIAL OCCUPANCIES** where the occupants are primarily permanent in nature and not classified as R-1, R-2, R-4 or I, and where buildings do not contain more than two dwelling units; adult or child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours
- **R-4: RESIDENTIAL CARE/ASSISTED LIVING FACILITIES**, including more than five but not more than 16 occupants, excluding staff
- **R-5: ONE AND TWO-FAMILY DWELLINGS** (detached dwellings and townhouses) not more than three stories in height with a separate means of egress and their accessory structures

Storage Group S: For storage that is not classified as hazardous occupancy

- **S-1: MODERATE-HAZARD STORAGE**
- **S-2: LOW-HAZARD STORAGE**

Utility and Miscellaneous Use Group U: Buildings and structures of an accessory character and miscellaneous structures not classified in a specific occupancy

APPENDIX B: ZONING CODES

Zoning Designations

A-1, AGRICULTURAL:

Allows 1 detached single-family dwelling per 10 acres

AE, AGRICULTURAL OR ESTATE:

Long-Range Land Use classification allowing 1 dwelling per 10 acres

B-1, GENERAL BUSINESS:

Allows shopping centers, office, and institutional uses

B-2, NEIGHBORHOOD BUSINESS:

Allows neighborhood scale retail (less than 120,000 gross square feet), office, and institutional uses

B-3, CONVENIENCE RETAIL:

Provides for areas within the Rural Area of the County where convenience goods and services may be located

M-1, HEAVY INDUSTRIAL:

Provides areas for, and encourages development of, heavy and intensive industrial processing, manufacturing and storage

M-2, LIGHT INDUSTRIAL:

Provides areas for research and development centers, light industrial manufacturing, warehousing, wholesaling and related office and institutional uses

M-T, INDUSTRIAL/TRANSPORTATION:

Intended to provide for areas and encourage development of heavy industrial uses, particularly those that generate considerable truck and/or heavy equipment traffic, or which require access to more than one mode of transportation

O(F), OFFICE/FLEX:

Provides areas for research and development centers, office, institutional, and minimal impact industrial uses

O(H), OFFICE HIGH-RISE:

Provides areas for high-rise offices and institutional uses

O(L), LOW-RISE OFFICE:

Provides areas for offices with a minimum 10,000 square foot lots

O(M), MID-RISE OFFICE:

Provides areas for mid-rise offices and institutional uses

PBD, PLANNED BUSINESS DISTRICT:

Allows a planned nonresidential development with a mix of commercial, research and development, office complexes, and certain types of manufacturing and related land uses within a minimum district size of 15 contiguous acres

PMD, PLANNED MIXED USE DISTRICT:

Allows a mix of nonresidential and residential within a minimum district size of 25 contiguous acres

PMR, PLANNED MIXED RESIDENTIAL:

Permits and encourages the establishment of communities of varied housing types in planned developments of 10 or more contiguous acres

R-2, SUBURBAN RESIDENTIAL:

Allows 2 detached single-family dwellings per acre

R-4, SUBURBAN RESIDENTIAL:

Allows 4 detached single-family dwellings per acre

R-6, SUBURBAN RESIDENTIAL:

Allows a maximum of 6 single-family attached or detached units per net acre

R-16, SUBURBAN RESIDENTIAL MULTI-FAMILY:

Allows a maximum of 16 units per net acre with a minimum of 6 units per net acre

R-30, SUBURBAN RESIDENTIAL MULTI-FAMILY MIXTURE:

Allows a maximum of 30 units per net acre

RMH, RESIDENTIAL MOBILE HOME PARK/SUBDIVISION:

Allows a maximum of 6 mobile homes per net acre; minimum 5,000 square foot lots

RPC, RESIDENTIAL PLANNED COMMUNITY:

This designation is both a zoning and long-range land use designation allowing a planned development of not less than 500 contiguous acres in areas of the County where sanitary sewers, sewage disposal facilities, adequate highway access and public water supply are assured. Within such planned communities, the location of all residential, commercial, industrial and governmental uses, school sites, parks, playgrounds, recreational areas, commuter parking areas and other open spaces shall be controlled in such a manner as to permit a variety of housing accommodations and land uses in orderly relationship to one another. The overall population density permitted in a RPC district shall not exceed 11 persons per acre.

RU, URBAN RESIDENTIAL:

Zoning district intended to implement the urban residential and mass transit nodes land use classifications of the Comprehensive Plan, to allow multifamily residential development at not less than 31 units per acre.

SR-5, SEMI-RURAL RESIDENTIAL:

This zoning designation allows 1 detached single-family dwelling per 5 acres.

SR-1, SEMI-RURAL RESIDENTIAL:

Allows 1 detached single-family dwelling per 1 acre

SR-3, SEMI-RURAL RESIDENTIAL:

Allows 1 detached single-family dwelling per 3 acres

Long-Range Land Use Classifications

CEC, COMMUNITY EMPLOYMENT CENTER:

For sites at or near intersections of principal roads or commuter rail stations; allows 75% employment use and 25% retail and/or residential, 6-12 dwellings per acre (no townhouses)

CR, CONVENIENCE RETAIL:

Provides for retail 'nodes' to serve rural areas located within 10-15 minutes drive time

DCR, DESIGNATED CULTURAL RESOURCE:

Identifies important cultural resources, which include architectural, archaeological, and historical resources and is designed to protect said cultural resources

EI, INDUSTRIAL EMPLOYMENT:

Provides for manufacturing, industrial parks, truck and auto repair, wholesale/distribution, and warehouses

FEC, FLEXIBLE USE EMPLOYMENT CENTER:

Provides for light manufacturing, start-up business, and offices

GC, GENERAL COMMERCIAL:

Provides for infill of existing commercial activity along major County roadways that serve a local market rather than a regional market

MTN:

Provides for high-density, mixed-use development near existing/future commuter and Metrorail stations

NC, NEIGHBORHOOD COMMERCIAL:

Provides commercial areas to serve surrounding residential neighborhoods Primary uses are those permitted in the B-2 zoning district. Maximum project size should be 15 acres

O, OFFICE:

Provides for low- to mid-rise, suburban-scale offices or research and development activities

PL, PUBLIC LAND:

Identifies public land within the County in order to provide an indication of existing and planned public facilities, institutions, or other government installations

POS, PARKS AND OPEN SPACE:

Illustrates a number of existing parks and recreational areas of the County

RCC, REGIONAL COMMERCIAL CENTER:

Provides for large-scale retail projects that serve a regional market; up to 25% of a project area may consist of local-serving retail or residential at a density of 16-30 units per acre

REC, REGIONAL EMPLOYMENT CENTER:

For sites close to or with good access from major interstate highways; allows 75% employment use and 25% retail and/or residential with 16-30 dwellings per acre

SRH, SUBURBAN RESIDENTIAL HIGH:

Provides for multifamily residential development (apartments and condominiums), allowing 10 - 15 dwelling units per acre

SRL, SUBURBAN RESIDENTIAL LOW:

Allows 1-4 single-family detached dwellings per acre

SRM, SUBURBAN RESIDENTIAL MEDIUM:

Allows 4-6 dwellings per acre. Single family detached is preferred with single family attached limited to 25% of total land area

SRR, SEMI-RURAL RESIDENTIAL:

This Long-Range Land Use classification allows 1 dwelling per 2.5 acres

Zoning Overlays

HCOD, HIGHWAY CORRIDOR OVERLAY DISTRICT:

Intended to reduce traffic congestion and visual clutter

ROD, REDEVELOPMENT OVERLAY DISTRICT:

Zoning overlay intended to promote and perpetuate the continued economic viability of older commercial neighborhoods which are experiencing economic decline

TeOD, TECHNOLOGY OVERLAY DISTRICT:

This zoning district is intended to promote harmonious development which is conducive to establishing and maintaining collaborative public-private research partnerships. To achieve this intent, the district is located adjacent to a major public institution, such as an institute of higher education.

DOING BUSINESS IN PRINCE WILLIAM COUNTY Additions or Corrections

Prince William County Department of Economic Development
10530 Linden Lake Plaza, Suite 105, Manassas, VA 20109-6434
Telephone: (703) 792-5500
Fax: (703) 792-5502

1. Company/Organization _____

2. Address: _____

3. City, State, Zip _____

4. Telephone number _____

6. Fax number _____

7. E-mail _____

8. Web site address _____

9. Describe services provided to businesses: community services or regulation
impacting business.

Comments _____
