



## GUIDE TO OPENING A BUSINESS IN THE TOWN OF WOODSTOCK, VIRGINIA

### OPENING A BUSINESS...

(CONTRACTING, LIGHT MANUFACTURING, PROFESSIONAL SERVICES,  
PERSONAL CARE, RECREATION, RETAIL, ETC.)

- ZONING CHECK: B-1 / B-2 / I-1 / MC-1 /  
HOME OCCUPATION / PARKING**
- BUSINESS LICENSE APPLICATION**
- EMERGENCY CONTACT FORM FOR WOODSTOCK POLICE DEPT**
- WORKER'S COMPENSATION FORM (CONTRACTORS ONLY)**
- ZONING PERMIT FOR SIGNAGE**
- SHENANDOAH COUNTY BUILDING INSPECTIONS CHECK**
- WATER & SEWER SERVICE**
- GET INVOLVED WITH WOODSTOCK ENHANCEMENT**
- RIGHT-OF-WAY PERMIT (IF NECESSARY)**

1. Check to see if your business is in a location that is zoned for business (B-1, B-2, I-1 or MC-1). Zoning can be found on [www.shenandoahgis.org](http://www.shenandoahgis.org) or you can contact Lemuel Hancock, Neighborhood Planner | Urban Designer, at (540) 459-3621 or [lemuel.hancock@townofwoodstockva.gov](mailto:lemuel.hancock@townofwoodstockva.gov). If you are interested in having a Home Occupation (opening a business in a residential district – R-1, R-2, R-3), please put your specific request in writing to:

Town of Woodstock Zoning Administrator  
135 North Main Street  
Woodstock, VA 22664

Home occupations shall be in accordance with Section 90-377 of the Code of the Town of Woodstock. In addition, the Planning & Zoning Department wishes to ensure that each business has parking in accordance with Section 90-387 of the Code of the Town of Woodstock.

2. Fill out a Business License Application. You will need to estimate your gross receipts for the year. Rates are as follows, based on the type of business that you are operating:

- \$0.05 per \$100.00 of gross receipts for the Wholesale Merchant
- \$0.10 per \$100.00 of gross receipts for Contractors
- \$0.13 per \$100.00 of gross receipts for Retail Merchant/Service
- \$0.18 per \$100.00 of gross receipts for Professional Service
- \$250 plus \$5 a day for Peddlers non-perishable items
- \$50 flat fee Peddlers perishable items
- \$50 per show for Carnivals/Circuses

3. When you return the Business License Application to the Town Treasurer's office, you will also need to fill out an Emergency Contact form that will go on file at the Police Department. Contractors will need to fill out a Worker's Compensation form to be kept on file.

4. If you have any questions regarding Business Licenses, please contact the Town Treasurer's office at (540) 459-3621 or [townoffice@townofwoodstockva.gov](mailto:townoffice@townofwoodstockva.gov).

5. Fill out a Zoning Permit for Signage. The Zoning Permit processing fees are as follows:

- Signs Less Than 10 Square Feet in Size - \$50.00
- Signs Greater Than 10 Square Feet in Size - \$100.00

6. If there are structural or electrical components to signage, contact Shenandoah County Building Inspections Department at <https://shenandoahcountyva.us/building-inspection/> or (540) 459-6185.

7. Please contact the Town Treasurer's office to begin water and sewer service in your name. If you are renting a building for your business, you will need to pay a deposit that is refundable less usage when you are ready to take it out of your name or move to a different location. If you own the building where your business will be going, please call the Town Treasurer in order to provide specific information for your account.

8. Get Involved! Contact Katie Mercer, Director of Marketing and Events, at 459-3621 or [katie.mercer@townofwoodstockva.gov](mailto:katie.mercer@townofwoodstockva.gov) to find out what Woodstock is doing for businesses and how your business can become involved in what can be described as a "synergistic" business environment. Woodstock Enhancement (WE) exists to help serve and educate our business community with initiatives including business and product promotions to educational seminars on customer service, marketing, etc.

9. If space permits, the Town encourages businesses to enhance their location with planters, outdoor seating, displays and sandwich board signs (for downtown businesses that do not have freestanding signage). Frequently, these items must be located on sidewalks (Town or VDOT right-of-way) and require a Right-of-Way Permit to ensure accessibility for pedestrians and those on wheels. The Right-of-Way Permit does not require a processing fee.

**CONTINUE FOR FOOD & BEVERAGE, HOSPITALITY, AND CIGARETTE SALES**

## **OPENING A FOOD & BEVERAGE BUSINESS...**

- ZONING CHECK: B-1 / B-2 / I-1 / MC-1 /  
HOME OCCUPATION / PARKING**
- BUSINESS LICENSE APPLICATION**
- EMERGENCY CONTACT FORM FOR WOODSTOCK POLICE DEPT**
- ZONING PERMIT FOR SIGNAGE**
- SHENANDOAH COUNTY BUILDING INSPECTIONS CHECK**
- WATER & SEWER SERVICE**
- GET INVOLVED! WOODSTOCK ENHANCEMENT**
- RIGHT-OF-WAY PERMIT (IF APPLICABLE)**
- MEALS TAX FORMS**
- FOG PROGRAM PACKET - GREASE TRAP/  
INTERCEPTOR CHECK**
- SHENANDOAH COUNTY HEALTH DEPARTMENT CHECK**
- BEER, WINE AND LIQUOR SALES (IF APPLICABLE)**

1. Abide by all of the above guidelines for starting a business.

2. Any business serving food to the public shall pay six percent (6%) meals tax. Meals Tax is due by the 20th of each month and is based on the gross receipts of the previous month. A ten percent (10%) penalty is added for late taxes. The Town of Woodstock has Meals Tax Forms that can be obtained at the Municipal Office or can be mailed to your mailing address. Please contact the Town Treasurer's office at (540) 459-3621 or [townoffice@townofwoodstockva.gov](mailto:townoffice@townofwoodstockva.gov).

3. The Town of Woodstock operates a Fat, Oil & Grease (FOG) inspection program to proactively avoid harmful contributions to the sewer system which can cause negative environmental problems. A grease interceptor or trap shall be installed at any location that involves food preparation. There are several private companies that haul grease from business locations or maintenance can be ensured by the business itself. Please contact Mr. Bill Ryan, Wastewater Treatment Plant Chief Operator, at (540) 459-4436 or [bill.ryan@townofwoodstockva.gov](mailto:bill.ryan@townofwoodstockva.gov) for additional inspection information.

4. Check with Shenandoah County Health Department for health standards at [www.vdh.virginia.gov/lord-fairfax/district-offices/](http://www.vdh.virginia.gov/lord-fairfax/district-offices/) or (540) 459-3733.

5. For restaurants selling beer, wine and liquor, the following license tax applies:

Wholesale Beer License - \$75.00/year

Wholesale Wine Distributor's License - \$50.00/year

Retail On-Premises Wine and Beer License for hotel, restaurant or club - \$37.50/year

Retail Off-Premises Wine and Beer License - \$37.50/ year

Retail On-Premises Beer License for hotel, restaurant or club - \$25.00/year

Retail Off-Premises Beer License - \$25.00/ year

Mixed drink service for each restaurant with a seating capacity for 50-100 people - \$100/ year

Mixed drink service for each restaurant with a seating capacity for 100-150 people - \$175.00/ year

Mixed drink service for each restaurant with a seating capacity of more than 150 people - \$250.00/ year

Mixed drink service for each caterer - \$250.00/ year

Mixed drink service for special events - \$10.00 for each day of each event

Beer, wine and liquor sales shall be incorporated in monthly meals tax gross receipts.

The yearly fee specified above is paid for on the yearly business license.

## OPENING A HOSPITALITY BUSINESS...

- ZONING CHECK: B-1 / B-2 / I-1 / MC-1 / HOME OCCUPATION / PARKING**
- BUSINESS LICENSE APPLICATION**
- EMERGENCY CONTACT FORM FOR WPD**
- WORKER'S COMPENSATION FORM (CONTRACTORS ONLY)**
- ZONING PERMIT FOR SIGNAGE**
- SHENANDOAH COUNTY BUILDING INSPECTIONS CHECK**
- WATER & SEWER SERVICE**
- GET INVOLVED! WOODSTOCK ENHANCEMENT**
- RIGHT-OF-WAY PERMIT (IF APPLICABLE)**
- LODGING TAX**

1. Abide by all of the above guidelines for starting a business.

2. Any business providing lodging shall pay five percent (5%) of its total monthly gross receipts for the lodging tax by the 20th of each month. The penalty for late lodging tax is ten percent (10%). The Town Treasurer's office has Lodging Tax Forms that are available at the Municipal Office or that can be mailed to your mailing address. Please contact the Town Treasurer's office at (540) 459-3621 or [townoffice@townofwoodstockva.gov](mailto:townoffice@townofwoodstockva.gov).

## **OPENING A BUSINESS THAT WILL SELL CIGARETTE PRODUCTS...**

- ZONING CHECK: B-1 / B-2 / I-1 / MC-1 /  
HOME OCCUPATION / PARKING**
- BUSINESS LICENSE APPLICATION**
- EMERGENCY CONTACT FORM FOR WPD**
- WORKER'S COMPENSATION FORM (CONTRACTORS ONLY)**
- ZONING PERMIT FOR SIGNAGE**
- SHENANDOAH COUNTY BUILDING INSPECTIONS CHECK**
- WATER & SEWER SERVICE**
- GET INVOLVED! WOODSTOCK ENHANCEMENT**
- RIGHT-OF-WAY PERMIT (IF APPLICABLE)**
- CIGARETTE STAMPS**

1. Abide by all of the above guidelines for starting a business.

2. Any business providing for the sale of cigarettes must order stamps from the Town of Woodstock. Cigarette stamps shall be adhered to all cigarette containers and cost \$0.25 per stamp. There is a five percent (5%) discount for purchasing rolls of stamps (one roll=15,000 stamps) and a small fee for mailing. The Town Treasurer's office has Cigarette Tax Stamp Forms that are available at the Municipal Office or that can be mailed or emailed to you. Please contact the Town Treasurer's office at (540) 459-3621 or [townoffice@townofwoodstockva.gov](mailto:townoffice@townofwoodstockva.gov).