



LAUNCHING YOUR BUSINESS IN THE

TOWN OF
Herndon
VIRGINIA

A Step-by-Step Guide



WELCOME TO THE TOWN OF HERNDON!

CONGRATULATIONS



Thank you for deciding to locate your business in the Town of Herndon. You've made an important first step toward your commercial success. This Step-by-Step Guide to launching your business in the Town of Herndon will get you started. The town's Economic Development Office stands ready to assist you throughout the lifecycle of your business from start-up to maturity.

Business Checklist

This checklist serves as a step-by step guide to start a new business. In the guide you will find specific detail about each topic. Click the topic below to go directly to the section:

- Launching Your Business—Plan and Legal Structure
- State Licensing Regulations
- Financing
- Business Location
- Town Regulations
- Home-Based Business
- Hiring and Insurance
- Marketing

TOWN OF
Herndon

ECONOMIC DEVELOPMENT OFFICE

703-435-6800 x2085 | economic.development@herndon-va.gov

RESOURCES

Economic Development Office

The town's Economic Development office works with town businesses and community stakeholders to promote Herndon as a place in which to locate and grow businesses; offers services such as site selection as well as access to funding, mentoring and market data resources designed to aid businesses; and serves as a general ombudsman to businesses interacting with the town.

Economic Development Office

777 Lynn Street
Herndon, VA 20170
703-435-6800 x 2084
Economic.Development@Herndon-va.gov

Mason Enterprise Center - Herndon

The Mason Enterprise Center–Herndon (MEC), is an economic development accelerator program that serves small, entrepreneurial, and emerging businesses in the town. The center is the result of a partnership between the Town of Herndon, George Mason University and Office Evolution.

Training and Counseling services include:

- Weekly business advising and mentoring sessions at no cost to business owners.
- Quarterly business workshops
- Annual 3-week business startup cohort

Mason Enterprise Center - Herndon

205 Van Buren Street, #120
Herndon, VA 20170
703-261-4105
Help@MasonSBDC.org
MasonSBDC.org/Herndon

Services include:

- Access to a large Group Medical plan through Kaiser Permanente
- 35 percent discount for Paychex services
- Preferential rates with PrideStaff, a national staffing agency providing temporary staffing and recruiting for multiple industries
- New York Life: providing access to group insurance rates for life insurance, disability and accident, key person and buy-sell arrangements.



LAUNCHING YOUR BUSINESS

Step 1

Business Plan

A business plan is one of the most important aspects of starting a new business and is frequently the key that will unlock potential financing options for new business owners. Moreover, writing a business plan will be a great help to you as you navigate the details of launching a business.

Local resources available to help you write a business plan:



Mason Enterprise Center - Herndon
205 Van Buren St #120
Herndon, VA 20171
703-261-4105
MasonSBDC.org/Herndon



SCORE- DC Chapter
409 3rd St., SW Ste 100A
Washington, DC 20024
202-619-1000
Washingtondc.Score.org



Virginia Business One Stop
This easy-to-use business planning tool will guide you step-by-step in creating your business plan.
Bos.Sbsd.Virginia.gov

Step 2

Choosing a legal business structure

The requirements for business registration vary, depending upon the type of business ownership.

The most common forms of business ownership are:

- Sole proprietorship
- Partnership:
 - general
 - limited
 - limited liability
- Limited liability company
- Corporation

An accountant, attorney or business counselor can recommend the type of ownership that best meets your needs. Ultimately, you will need an Employer Identification Number (EIN) or Federal Tax ID number. Sole proprietorships without employees may use their Social Security number.

Federal Tax Information for Small Businesses

Regardless of the type of business, you will also need to ensure that your business meets state, county, and local governmental requirements.

IRS.gov/Businesses

Step 3

Registration And Licensing

State Registration

Corporations, limited liability companies and partnerships must register with two state agencies:

VA State Corp. Commission
Clerk's Office
P.O. Box 1197
Richmond VA 23218
804-371-9733
Sec.Virginia.gov

Virginia Department of Taxation
804-367-8037
Tax.Virginia.gov

Registering a Business Name

In Virginia, a Fictitious Trade Name is required if a business is conducted under a name other than the owner's legal name. A business located in the Town of Herndon must file an assumed or fictitious name certificate with the Fairfax County Clerk of the Circuit Court. Corporations and limited liability companies doing business under names other than the names registered with the State Corporation Commission must also register their assumed names with the Clerk of the Circuit Court.

Fairfax County Circuit Court
Clerk's Office
4110 Chain Bridge Rd., Ste 116
Fairfax, VA 22030
FairfaxCounty.gov/Courts

STATE REGULATED BUSINESSES, PROFESSIONS AND OCCUPATIONS

Virginia regulates some businesses, professions and occupations for reasons of public health, safety and welfare. These businesses are required to have state licenses in order to operate and may be required to demonstrate that certain minimum standards in education, training or proficiency have been met. Depending on the type of business, a license will be issued by one of four state agencies. Virginia Department of Professional & Occupation Regulation licenses these professions and occupations:

- Architects
- Asbestos Workers
- Auctioneers
- Backflow Prevention Device Workers (Tradesmen)
- Barbers
- Body Piercers
- Boxers, Professional
- Branch Pilots
- Cemetery Salespersons
- CNG Vehicle Mechanics
- Common Interest Community Managers
- Contractors
- Cosmetologists
- Electricians (Tradesmen)
- Elevator Mechanics (Tradesmen)
- Estheticians
- Fair Housing
- Gas Fitters (Tradesmen)
- Geologists
- Hearing Aid Specialists
- Home Inspectors
- HVAC (Tradesmen)
- Interior Designers
- Landscape Architects
- Land Surveyors & Photogrammetrists
- Lead Abatement Workers
- Martial Artists, Professional
- Nail Technicians
- Onsite Sewage System Professionals
- Opticians
- Plumbers (Tradesmen)
- Polygraph Examiners
- Professional Engineers
- Real Estate Appraisers
- Real Estate Salespeople & Brokers
- Residential Building Energy Analysts
- Soil Scientists, Professional
- Tattooists
- Waste Management Facility Operators
- Wastewater Works Operators
- Water Well System Providers (Tradesmen)
- Waterworks Operators
- Wax Technicians
- Wetland Delineators
- Wrestlers, Professional

For more information on Virginia's license requirements for the above professions and occupations, contact: Virginia Department of Professional & Occupational Regulation, 9960 Mayland Dr., Ste 400 Richmond, VA 23233 804-367-8500

Virginia Department of Health Professions

9960 Mayland Dr., Ste 300
Henrico, VA 23233
804-367-4400
Dhp.Virginia.gov

Regulates health-related businesses, professions and occupations (ex. dentists, massage therapists and veterinarians).

Virginia Department of Social Services

3701 Pender Dr., Ste 125
Fairfax VA 22030
703-934-1505
Dss.Virginia.gov

Division of Licensing Programs regulates certified preschools, child care centers, and some home-based child care businesses.

Virginia Department of Agriculture and Consumer Services

102 Governor St.
Richmond, Virginia 23219
Vdacs.Virginia.gov

Promotes the economic growth and development of Virginia agriculture, provides consumer protection and encourages environmental stewardship.

Virginia Department of Alcoholic Beverage Control

PO Box 27491
Richmond, Virginia 23261
804-213-4400
ABC.Virginia.gov

Licenses all businesses involved in the production, distribution, transportation and sale of alcoholic beverages. All restaurants and cafes that serve alcohol must be licensed. Be sure to look into this early in the planning stage, as it may take time to obtain necessary permits.

Fairfax County Department of Health, Food Safety

10777 Main St., Ste 111
Fairfax, VA 22030
703-246-2411
FairfaxCounty.gov/health/food

Regulates hotels, motels, bed and breakfast inns, swimming pools, and all food related establishments. Be sure to contact them early in the planning stages, as it may take time to obtain necessary permits.

Financing

Starting a business requires capital. While many start-up businesses are self-financed, there are a number of external financing sources for small businesses.

External Financing Sources Include:



Additional Resources Available From:

FAIRFAX COUNTY
ECONOMIC DEVELOPMENT AUTHORITY

Fairfax County Economic Development Authority

FairfaxCountyEDA.org

VEDP

Virginia Economic Development Partnership

Vedp.org

The Virginia Department of Business Assistance’s online Business Launch Pad document outlines the various types of financing available for local businesses. For more information, visit the [SBDC](#) and the [U.S. Small Business Administration](#). In addition, a list of banks located in Herndon is provided later in this guide.

Business Location

The town can assist you in finding the right commercial property for your business.

The town provides multiple ways to search:

- Property type
- Available space
- Price
- Building size
- For lease
- For sale

To conduct a basic, free search, visit LoopNet.com and enter Herndon, VA as your location. For a customized search please contact the Economic Development Office.

Arts District Incentive

Qualifying new and expanding businesses who locate within the Herndon Arts District may receive 100 percent reduction of planning, zoning and building permit application fees up to \$2,000.00. For more details visit [Herndon Arts District](#) webpage.



Step 1

Zoning Approval

When seeking a potential business location please complete the [Zoning Appropriateness Permit](#) (ZAP) application to verify the zoning of the property before signing a lease. Please return your completed application to Community Development for approval. Some uses require a Special Exception approval, which takes approximately three months and requires a public hearing before the Herndon Town Council.

After you have an approved ZAP you may apply for a business license in the Finance Department.

Step 2

Getting A Business License

Please submit your approved [ZAP](#) application to the Finance Department to get your [business license](#). All businesses operating in the Town of Herndon are required to apply for and obtain a business license within 30 days from opening in the town. You do not need a business license from Fairfax County to operate in Herndon.

If you are the sole proprietor of the business or you are applying as an individual you must complete, and have notarized, a [Residency Status Affidavit](#).

The fee for your business license is calculated based on your estimated gross receipts of the first year of business. Businesses with gross receipts under \$50,000 pay a flat fee of \$30 and businesses with gross receipts between \$50,000.01 and \$100,000 pay a flat fee of \$50.

Remember:
You have 30 days
from opening to
obtain a business
license from the town.



Note

Business Tangible Property

In addition, to getting your Business License from the town, you will need to file for Business Tangible Property Tax with Fairfax County. Business personal property that is located in the county as of January 1 each year must be declared on county tax forms.

Visit Fairfax County Tax Administration website at FairfaxCounty.gov/taxes.

ANNUAL BUSINESS LICENSE RENEWALS

You are required to [renew your Business License](#) annually. Renewal applications are sent via U.S. mail and are due back to the town on March 1 each year. Your Business License certificate must be displayed in your place of business. Questions? Visit Herndon-va.gov/departments/finance or contact the Finance Department at 703 -435-6813 or revenue@herndon-va.gov.

Annual Gross Receipts over \$100,000 Per Year Use the Following Rate schedule

Type of Business	Rate Schedule
Builders & Developers	\$0.05 per \$100 of gross receipts
Business & Personal Services	\$0.21 per \$100 of gross receipts
Contractors	\$0.13 per \$100 of gross receipts
Hotel and Motels	\$0.26 per \$100 of gross receipts
Repair, Service, Retail, Restaurants and Delis	\$0.13 per \$100 of gross receipts
Professional, Specialized Occupation	\$0.40 per \$100 of gross receipts
Money Lenders	\$0.20 per \$100 of gross receipts
Telephone	1/2 of 1 percent of gross receipts
Lease Renting (No Inventory)	\$0.05 per \$100 of gross receipts

Coin operated machines for 10 or more machines \$200. If 3 to 10 machines, \$20 per machine and \$.36 per \$100 of gross receipts received, (if GR are less than \$100,000 per year, will fall in the fee schedule).

Alcohol Beverages

Type of License	Amount
Wholesale Beer	\$25.00
Retail on premise beer	\$37.50
Retail off premise beer/ wine	\$37.50
Retail on premise beer for hotel, motel restaurant or club	\$25.00
Banquet Licenses	\$5.00/day

Mixed Beverage License Seating Capacity

Number of Seats	Rate
50-100	\$200 per annum
101-150	\$350 per annum
151 or more	\$500 per annum

DUE
March
1

***Business License Certificate
MUST be displayed in your
place of business.***

OTHER LOCAL TAXES

Transient Occupancy Tax

[Transient Occupancy Tax](#) is a tax levied for accommodations at lodging facilities within the town. The current tax rate is six percent of the total amount paid for lodging. Transient occupancy taxes are due on or before the 20th of each month for the taxes collected during the preceding month. To remit, mail or deliver a [Transient Occupancy Tax Form](#) along with payment to:

Town of Herndon
 Department of Finance
 777 Lynn St.
 Herndon, VA 20170
 703-435-6810
Herndon-va.gov/departments/finance

Meals Tax

The [meals tax](#) is a tax imposed on the purchase of all prepared and ready-to-eat food and beverages. It is collected in trust by all businesses in the town that sell prepared meals and must be remitted to the town on a monthly basis. The current meals tax rate is 3.75 percent and is collected in addition to the combined state and local sales tax rate of six percent.

Food establishments must report and pay the amounts collected monthly to the Town of Herndon-Revenue Division. The [meals tax form](#) and payment are due on the 20th of each month for the meals taxes collected during the preceding month.



Real Estate Taxes

Businesses that own real property in the town pay real estate taxes to the Town of Herndon and Fairfax County.

Tax Name	Assessed Value
Town real estate	\$0.260 for each \$100
Fairfax Co. real estate	\$1.15 for each \$100
Transportation <i>(commercial property owners only)</i>	\$0.125 per \$100
Stormwater service district	\$.0325 for each \$100
Pest infestation control special district	\$0.001 for each \$100
Total combined rate	\$1.5735 for each \$100

Commercial property owners located in the Dulles Rail Phase II Transportation Improvement District pay an extra \$0.20 per \$100 of assessed value for the new Silver Line.

For questions concerning assessments, contact [Fairfax County Department of Tax Administration](#) at 703-222-8234. FairfaxCounty.gov/Dta

Real estate tax payments due these dates each year.

DUE	DUE
July 28	Dec 5

Sales & Use Tax

The general sales tax in Virginia is 4.3 percent with a local tax from Fairfax County of one percent plus an additional 0.7 percent state sales tax for transportation. The combined state and local sales tax rate is six percent. The combined sales tax rate on food items purchased for home consumption is 2.5 percent. The local sales tax is collected by Fairfax County; a portion is distributed to the town.

To register your business please contact the [Virginia Department of Taxation](#) at 804-367-8037.

ALTERING YOUR BUILDING OR SPACE

Interior Alterations To Your Business

The Town of Herndon adheres to the Virginia Uniform Statewide Building Code, which requires a building permit before any change of use, construction, enlargement, alteration, or demolition of a building or structure occurs. Permits are usually approved by the town's building official within 14 business days following receipt of an application. Prior to seeking an inspection by the town's building official, your interior alterations may require approval by the Fairfax County Fire Marshal Office (703-246-4800) and the Fairfax County Health Department (703-246-2411). Health Department review is most likely for businesses such as foodservice, private schools and day care facilities.

The removal and/or addition of any walls, load bearing or non-load bearing, are considered alterations and require a permit. Changes or additions to electrical, plumbing, or mechanical systems require permits. Separate permits are issued for various trades and include electric, electric fire alarm, low-voltage electric/data/voice, plumbing, sprinkler and mechanical. A [Building Permit](#) may be required if the existing use of the space is changed, even if no alterations are made to the space. Examples include opening a retail business in an existing office space, a day care center in an existing retail space or a dance studio in an existing warehouse space.

Building Permits

If you are enlarging a structure, adding a structure or affecting any structural component, you will need a [building permit](#). Any alterations to the mechanical, electrical or plumbing systems require the associated trade permits. For more information and to determine whether a permit is needed for your alteration, please contact the Building Official's office at Building.Inspections@herndon-va.gov Herndon-VA.gov/Town-Services/Building-Inspection 703-435-6850

You are NOT required to obtain a building permit for the following interior modifications:

- Glass repair or replacement
(if not in a hazardous location)
- Door replacement
(except for fire-rated doors)
- Floor coverings
- Plaster repairs
- Tile work
- Wall covering
- Cabinet installation



ALTERING YOUR BUILDING OR SPACE

Exterior Alterations

The exterior appearance of your business provides a critical first impression to your customers and clients. The town encourages all businesses to maintain property exteriors that are clean and welcoming.

Design Review

The town has two separate boards with the authority to regulate the exterior appearance of existing buildings, structures and new construction:

- Historic District Review Board (HDRB), regulates property located in the Historic District Overlay (HDO).
- Architectural Review Board (ARB), regulates property located in an area zoned for commercial or industrial use that is not in the HDO, and also regulates signage.

Before you begin any exterior changes to your property you should submit an application describing your project to the Department of Community Development. Town staff will review the application and determine whether the changes are exempt from any review, require staff administrative review or board review.

The town's professional staff can serve as a resource for you in your effort to improve the appearance of your business. If your proposed alteration requires a site plan, the site plan must be approved prior to submittal of an application to the ARB or HDRB. [Click here for more guidance on the alteration and plan review process.](#)

Permits/Approvals

Most exterior changes will require either a town permit and/or approval. These include:

- Painting with a new color
- Changing materials
- Expanding or decreasing building size
- Adding an outdoor storage unit or structure
- Other visible alterations
- Changing mechanical units
- Modifying windows/window glass
- Expanding asphalt or concrete areas
- Restriping parking areas and changing size or number of spaces
- Installing signs

You are NOT required to obtain a permit and/or approval for:

- Repair and replacement of materials and paint when the material and paint color does not change
- Trimming landscape and planting flowers
Repaving parking areas
- Repainting parking stripes, provides that the stripes' location does not change

Site Plan

A site plan or site plan revision may be required for more complex alterations to your location's exterior.

Alterations that likely require a site plan include:

- Increasing the footprint of a building
- Construction of a new structure
- Any disturbance of more than 2,500 square feet of ground
- Changing parking lots
- Expanding outdoor dining areas
- Seeking certain temporary uses
- Installing permanent outdoor display areas
- Adding outdoor lighting
- Changing landscape plans
- Tree removal if altering regulated landscape or if removal results in substantial disturbance

Before you begin designing a complex project that will alter your property's exterior, you are encouraged to meet with staff from the Public Works at a pre-application meeting. Staff can walk you through the process and identify issues specific to your location. Please contact the department at: PlanReview@Herndon-va.gov or 703-435-6853.

Application forms and levels of review vary depending on specific changes proposed. ARB or HDRB review may be required, even if a building permit is not. To determine the requirements for your business, please contact the Department of Community Development at:

Community.Development@Herndon-va.gov
or call 703-787-7380.

SIGN REGULATIONS



Signs

A sign license is required for most signs located in the town. Some signs may be approved administratively by staff and some signs must be reviewed by the ARB or, when located within the Historic District, the HDRB.

Following sign approval, a building permit may be required for sign installation. Check with the Building Official's office at Building.Official@Herndon-va.gov or 703-435-6850 to see if a permit is required for your sign.

Temporary Use Signs

Certain temporary uses such as grand openings or special events are allowed on private property. Grand openings and special events allow temporary uses of parking or other areas. A temporary use permit is required prior to holding a special event or grand opening. Please contact Community Development if you would like to hold a special event.



HOME-BASED BUSINESSES

The Town of Herndon regulates home-based businesses to ensure a positive environment for both home-based business operators and for neighboring residents. Prior to obtaining a business license, home-based business operators must have an approved Zoning Inspection Permit. The town conducts on-site inspections of all home-based businesses to verify that they meet all zoning requirements.

Home Businesses Must Meet These Criteria

Businesses that meet the standards described in the town's zoning ordinance may be operated as a home-based business, provided that the business:

- ✓ is incidental and secondary to the use of the dwelling as a place of residence
- ✓ occupies no more than one third of the principal dwelling up to a maximum of 1,000 square feet
- ✓ is conducted by an occupant of the dwelling
- ✓ is conducted entirely within an enclosed building
- ✓ limits deliveries to three per day if on a private street or four per day if on a public street
- ✓ does not cause noise, vibration, smoke, radiation, dust, odor, heat, glare and other effects that are perceptible across property lines
- ✓ does not cause an increase in solid waste over normal residential use
- ✓ has no more than three customers on the site for more than two consecutive hours per day
- ✓ has no more than two employees who do not reside in the home
- ✓ has no more than four total arrivals per day of employees, clients, customers or associates; or in the case of child daycare, no more than 15 arrivals per day

To operate an in-home child daycare business, a family child care permit, issued by [Fairfax County](#), is required. Some child daycare businesses require a Special Exception.



Partial Listing Of Prohibited Home-Based Business Activities

- ⊘ On-site storage or presence of explosives, hazardous materials, or any substance or activity that is determined to constitute a threat to the public health or safety of the town
- ⊘ On-site provision of any service to clients or customers other than by appointment
- ⊘ On-site sale of any goods, services, items, or property other than by appointment
- ⊘ On-site restaurant, carry-out service, or any business involving preparation of food, except special occasion cakes
- ⊘ On-site servicing, repair, or painting of motor or other vehicles, or any motorized equipment excluding small household appliances and personal computers
- ⊘ An animal hospital, kennel, or any other business involving the on-site care or feeding of animals
- ⊘ A boarding house or inn, or similar; a mortuary or funeral home, or similar
- ⊘ Rental of on-site equipment, on-site goods, or on-site property similar

Full list of prohibited home-based business activities available [on our website](#).

[Community Development](#)
can guide you on the necessary zoning regulations to establish your home-based business.

Home-Based Business Zoning Inspection Permit Available at [Herndon-va.gov/departments/community-development](https://www.herndon-va.gov/departments/community-development)

HIRING & MANAGING EMPLOYEES

Hiring employees is a big step. Access guidance from the sources below:



The Small Business Administration provides a guide on the requirements and decisions that needs to be made when hiring employees.

[Sba.gov/business-guide/manage-your-business/hire-manage-employees](https://www.sba.gov/business-guide/manage-your-business/hire-manage-employees)

When you decide to hire employees, you will need to register with the Virginia Employment Commission.

[Vec.Virginia.gov/employers](https://vec.virginia.gov/employers)

The Virginia Career Works can assist you through one of their career centers, which provide a range of employment training and career development services.

[VcwNorthern.com](https://vcwnorthern.com)

Insurance

Risks may be posed by accidents, natural disasters, and lawsuits. It is important to identify your insurance options to protect your business. There are a wide range of insurance types available and it is important to identify which are appropriate for your business. The Small Business Administration (SBA) provides a helpful guide.

The SBA Insurance Guide is available at: [Sba.gov/business-guide/launch-your-business/get-business-insurance](https://www.sba.gov/business-guide/launch-your-business/get-business-insurance)



MARKETING YOUR BUSINESS

Marketing and promoting your business is key to its success. Here are some ways to spread the word in Herndon about your new business.

Ribbon Cutting Ceremonies



To celebrate your grand opening the Economic Development office can coordinate attendance by town officials and assist with press releases. Contact the [Economic Development office](#) to schedule your event.



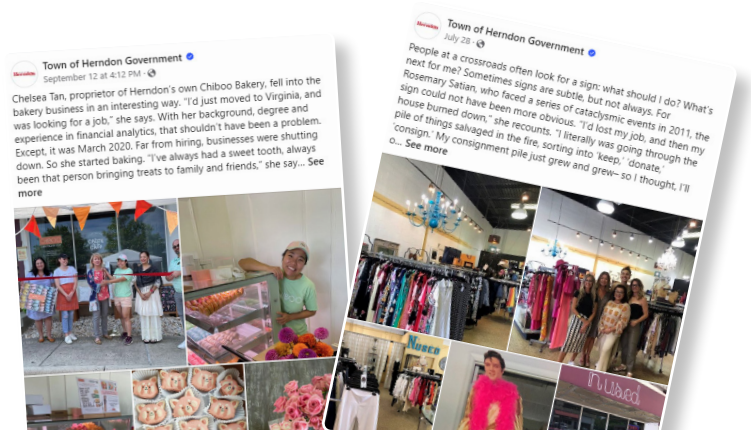
Town Business Directory And On Board Newsletter

The town provides an online Business Directory at Herndon-va.gov/BizDirectory and produces and distributes a bi-monthly e-newsletter, *ON Board*, that provides information about the town's business community. The e-newsletter includes a section that highlights new businesses recently opened in the town. [Subscribe to ON Board](https://Herndon-va.gov/economic-development) at Herndon-va.gov/economic-development and submit your information for the Business Directory at Herndon-va.gov/BizForm.



Let Us Feature Your Business on Social Media

The Town of Herndon is always looking to feature town businesses on our social media channels, to include Facebook, Instagram and LinkedIn. Interested in being featured? If so, please fill out the [feature form online](#). We will follow up to arrange a time we can come out, learn about your business and take photos.



Consider press releases and paid advertising in local and regional media outlets. Please contact the Economic Development office for more information.

ADDITIONAL RESOURCES



**DULLES REGIONAL
CHAMBER of COMMERCE™**

Dulles Regional Chamber of Commerce

730 Elden Street
Herndon, VA 20170
571-323-5300
DullesChamber.org



**FAIRFAX COUNTY
ECONOMIC DEVELOPMENT AUTHORITY**

Fairfax County Economic Development Authority

The FCEDA staff assists new and existing firms with general market information, locating office space and serving as a liaison with the main Fairfax County government. Specialized marketing staff can assist small, minority and women-owned companies, firms seeking venture capital or international firms wanting to open a U.S. office.

Fairfax County Economic Development Authority
8300 Boone Blvd., Ste 450
Tysons Corner, VA 22182
703-790-0600
Info@Fceda.org
FairfaxCountyEDA.org

The FCDEA's workshop
[“Entrepreneurship 101: Starting a Business in Fairfax County”](#)

Utilities

Electricity

Dominion Energy
1-866-366-4357

Cable/Internet/Phone

Verizon Business
1-888-680-7266
Cox Communications Business
1-866-272-5777

Gas:

Columbia Gas 1-800-543-8911

Water and Sewer:

Town of Herndon
703-435-6814



Mason Enterprise Center - Herndon

The Mason Enterprise Center provides individual and group counseling services to small business.

Mason Enterprise Center
205 Van Buren Street, #120
Herndon, VA 20170
703-261-4105
Help@MasonSBDC.org
MasonSBDC.org/Herndon



**LATINO ECONOMIC
DEVELOPMENT CENTER**

Latino Economic Development Center
Arlington Office
2300 9th Street South
Suite 300B
Arlington, VA 22204
703-527-3854
LEDCmetro.org

The Maker Lab @ Herndon

A space designed for people who love to learn, discover, and explore. It's a place where you can learn new skills, work on fun projects, and connect with other makers in your community. Access a variety of tools and equipment, including a 3D printer, sewing machines, robots and more.

Maker Lab at Herndon
Fortnightly Library
768 Center St.
Herndon, VA 20170
Monday through Friday 1-5pm
ResearchFairfaxcounty.gov



SCORE - Washington DC Chapter
409 3rd St., SW Ste 100A
Washington, DC 20024
202-619-1000
Score.org

ADDITIONAL RESOURCES

Herndon Financial Institutions



Apple Federal Credit Union
362 Elden St.
703-788-4800
AppleFCU.org



Bank of America
1100 Herndon Pkwy.
703-834-6525
BankOfAmerica.com



Capital One
1201 Elden St.
703-467-8770
CapitalOne.com



Forbriht Bank
150 Elden St., #170
703-796-9151
forbrihtbank.com

Fulton Bank

Fulton Bank
625 Elden St., #101
703-318-8881
FultonBank.com



Main Street Bank
727 Elden St.
703-481-4567
MStreetBank.com



M&T Bank
1025 Herndon Pkwy.
703-787-8186
MTB.com



Northwest Federal Credit Union
200 Spring St., #120
703-709-8900
NWFCU.org



PNC Bank
950 Herndon Pkwy.
703-708-7771
PNC.com



Sandy Spring Bank
13081 Worldgate Dr.
800-399-5919
SandySpringBank.com



Truist
2130 Centreville Road
703-481-2310

230 Herndon Pkwy.
703-889-1905
Truist.com



America's Most Convenient Bank®

TD Bank
1264 Elden St.
571-203-0279
TD.com



Wells Fargo
501 Elden St.
703-481-2840

1099 Elden St.
703-934-1860
WellsFargo.com

ADDITIONAL RESOURCES

Herndon Hotels



Comfort Inn Dulles International Airport
200 Elden St.
703-437-7555
ChoiceHotels.com



Hampton Inn & Suites Herndon-Reston
435 Herndon Pkwy.
703-230-1600
Hilton.com



SpringHill Suites Herndon
138 Spring St.
703-435-3100
SpringHillSuites.Marriott.com



Courtyard Herndon Reston
533 Herndon Pkwy.
703-478-9400
Courtyard.marriott.com



Fairfield Inn & Suites Herndon Reston
485 Elden St.
703-478-9777
Fairfield.Marriott.com



Washington Dulles Marriott Suites
13101 Worldgate Dr.
703-709-0400
Marriott.com



Extended Stay America Hotel Washington DC - Herndon-Dulles
1021 Elden St.
703-481-5363
ExtendedStayAmerica.com



Hyatt House Herndon
467 Herndon Pkwy.
703-437-5000
Hyatt.com



TRELLIS

Trellis Herndon
315 Elden Street
703-439-1930
StayTrellis.com



WEBLINKS INDEX

Alteration and Plan Review Guidance:

<https://www.herndon-va.gov/departments/community-development/development-services>

Apple Federal Credit Union: <https://www.applefcu.org/>

Bank of America: <https://www.bankofamerica.com/>

Building Inspection: <https://www.herndon-va.gov/residents/town-services/building-inspections>

Building Permit:

<https://www.herndon-va.gov/residents/town-services/building-inspections/how-do-i-apply-for-a-permit>

Business Directory (Herndon): <http://Herndon-va.gov/BizDirectory>

Business License: <https://www.herndon-va.gov/town-services/revenue-services/business-license-2>

Capital One: <https://www.capitalone.com/>

Comfort Dulles International Airport:

<https://www.choicehotels.com/virginia/herndon/comfort-inn-hotels/va405?pmf=yext&mc=llyxyxpx>

Community Development (Herndon): <https://www.herndon-va.gov/departments/community-development>

Courtyard Herndon House:

<https://www.marriott.com/hotels/travel/iadhc-courtyard-dulles-airport-herndon-reston/>

Dulles Regional Chamber of Commerce: <https://dulleschamber.org/>

Economic Development Office (Herndon): <https://www.herndon-va.gov/businesses/economic-development>

Extended Stay America Hotel Washington DC-Herndon:

<https://www.extendedstayamerica.com/hotels/dc/washington-dc/herndon-dulles>

Fairfax County Family Child Care Permit information: <http://www.fairfaxcounty.gov/ofc/applypermit1.htm>

Fairfax County Circuit Court: <https://www.fairfaxcounty.gov/topics/courts-and-legal/>

Fairfax County Department of Health, Food & Safety: <http://Fairfaxcounty.gov/health/food>

Fairfax County Economic Development Authority: <https://www.fairfaxcountyyeda.org/>

Fairfax County Tax Administration: <https://www.fairfaxcounty.gov/taxes/>

Fairfield Inn & Suites Herndon Reston: <http://Fairfield.Marriott.com>

FDECA Workshop: <https://www.fairfaxcountyyeda.org/doing-business-here/starting-a-business/entrepreneurship-101-starting-a-business-in-fairfax-county/>

Finance Department (Herndon): <https://www.herndon-va.gov/departments/finance>

Forbright Bank: <https://www.forbrightbank.com/>

Fulton Bank: <https://www.fultonbank.com>

Hampton Inn & Suites Herndon-Reston:

<https://www.hilton.com/en/hotels/washnhx-hampton-suites-herndon-reston/>

Home-based Business prohibited activities: https://library.municode.com/va/herndon/codes/code_of_ordinances?nodeId=PTIICOOR_CH78ZO_ARTVIIIACUS_S78-80.5STHOSIACUS

Hyatt House Herndon: <https://www.hyatt.com/en-US/hotel/virginia/hyatt-house-herndon-reston/iadxh>

Internal Revenue Service: <https://www.irs.gov/businesses>

Latino Economic Development Center: <https://www.ledcmetro.org/>

LoopNet: <https://www.loopnet.com/>

M&T Bank: <https://www3.mtb.com/>

Main Street Bank: <https://www.mstreetbank.com/>

Maker Lab @ Herndon: <https://research.fairfaxcounty.gov/c.php?g=1106963&p=8070798>

Mason Enterprise Center - Herndon: <https://masonsdbc.org/herndon/>

Meals Tax: <https://www.herndon-va.gov/residents/town-services/revenue-services/meals-tax>

WEBLINKS INDEX

Meals Tax Form: <https://www.herndon-va.gov/home/showpublisheddocument/15878/637770653213200000>

Northwest Federal Credit Union: <https://www.nwfcu.org/>

PNC Bank: <https://www.pnc.com/en/small-business.html?lnksrc=topnav>

Residency Status Affidavit (Herndon):
<https://www.herndon-va.gov/home/showpublisheddocument/6231/636367558060670000>

Sandy Spring Bank: <https://www.sandyspringbank.com/>

SCORE DC Chapter: <https://www.score.org/washingtondc>

SpringHill Suites Herndon: <https://springhillsuites.marriott.com/>

Subscribe to On Board e-newsletter:
https://visitor.r20.constantcontact.com/manage/optin?v=0017d_NIno9WGSEeaEtSFHfMaUp5PFxRbzp

TD Bank: <https://www.td.com/us/en/small-business/>

Transient Occupancy Tax:
<https://www.herndon-va.gov/residents/town-services/revenue-services/transient-occupancy-tax>

Transient Occupancy Tax Forms:
<https://www.herndon-va.gov/residents/town-services/revenue-services/transient-occupancy-tax>

Trellis Herndon: <https://www.marriott.com/hotels/travel/iadds-washington-dulles-marriott-suites/>

Truist: <https://www.truist.com/>

US Small Business Administration Insurance Guide:
<https://www.sba.gov/business-guide/launch-your-business/get-business-insurance>

US Small Business Administration loans: <http://www.sba.gov/category/navigation-structure/loans-grants>

US Small Business Administration managing employees: <https://www.sba.gov/business-guide/manage-your-business/hire-manage-employees>

Virginia Business One Stop: <https://bos.sbsd.virginia.gov/>

Virginia Career Works: <https://vcwnorthern.com/>

Virginia Department of Agriculture and Consumer Services: <https://www.vdacs.virginia.gov/>

Virginia Department of Alcoholic Beverage Control: <https://www.abc.virginia.gov/>

Virginia Department of Health Professions: <https://www.dhp.virginia.gov/>

Virginia Department of Social Services: <https://dss.virginia.gov/>

Virginia Department of Taxation: <https://www.tax.virginia.gov/>

Virginia Economic Development Partnership: <https://vedp.org/>

Virginia State Corporation Commission: <https://scc.virginia.gov/>

Washington Dulles Marriott Suites:
<https://www.marriott.com/hotels/travel/iadds-washington-dulles-marriott-suites/>

Wells Fargo: <https://www.wellsfargo.com/>

Zoning Appropriateness Permit:
<https://www.herndon-va.gov/home/showpublisheddocument/5501/636215514260370000>