



B O T E T O U R T

C O U N T Y O F V I R G I N I A

Guide for Existing Businesses

Office of Economic Development

5 West Main Street
Fincastle, Virginia 24090
(540) 473-8301

Thank you for your decision to be in business in Botetourt County! The Office of Economic Development, with the support of other County departments and various outside organizations, is here to work with you to help facilitate the successful growth of all businesses in the County. This guide is intended to provide information about the possible resources available to your business. If you ever have any general questions about doing business in the County or would like more information about these resources, feel free to contact our office. We can also put you in contact with various organizations throughout the region that help support business development and retention.

Business Licenses, Assessments, and County Taxes

Commissioner of the Revenue

1 West Main Street, Fincastle, VA 24090
(540) 473-8320

Treasurer

1 West Main Street, Fincastle, VA 24090
(540) 473-8254

The Commissioner of the Revenue is responsible for business licenses and maintaining the assessments of all real and personal property, including machinery and tools, in the county and administers the meals and occupancy tax. The Treasurer receives all tax payments for the county.

Signs, Construction, Remodeling, and/or Expansions

Department of Development Services

5 West Main Street, Suite 100, Fincastle, VA 24090
(540) 473-8248

Development Services can answer any questions regarding the sign or zoning ordinances for the county in addition to providing any assistance with the special exception or rezoning process in regards to zoning or permitted uses on your property. Also, the department can provide guidance and the necessary permits and inspections for any type of construction or disturbing of land.

Tourism and Destination Marketing

Office of Tourism

16 East Main Street, Box 4, Fincastle, VA 24090
(540) 473-1167

If your business centers on catering to the needs of tourists to the County or surrounding area, the Office of Tourism has a number of resources available to help promote your business to a broader audience. The office also plans and works with major events throughout the County and the region and may be able to provide contacts for those events.

Other Business Resources

Botetourt County Chamber of Commerce

13 West Main Street
Fincastle, VA 24090
(540) 473-8280
www.bot-co-chamber.com

The Chamber promotes and provides information about the business community in the County. The offices are located in Downtown Fincastle and can be contacted by phone at (540) 473-8280 or by email at info@botetourtchamber.com.

Roanoke Regional Small Business Development Center

210 South Jefferson Street
Roanoke, VA 24011
(540) 983-0717
www.rrsbdc.org

The mission of the Small Business Development Center is to promote small business creation, growth, and development by providing professional business counseling at no charge to the client, affordable training, and informational resources. The Center assists existing small businesses, individuals purchasing a business, not-for-profits, and aspiring business owners. The services are offered at no or minimal cost due to the support of sponsors. The Center can be reached by phone at (540) 983-0723 or by email at sbdc@roanokechamber.org.

Virginia Business One Stop

(804) 371-0438
www.businessonestop.virginia.gov

The Business One Stop system is an online tool powered by the Virginia Department of Business assistance. The website is designed to help Virginia companies become established, or successfully complete a business expansion or relocation process. Guidance is also offered for those engaged in the initial stages of considering a business start-up and features chronological guidance for working through the registration and establishment process. Users establishing a business for the first time will be charged a small registration fee, however, anyone can browse the site to review its features before creating an account at no cost.

The online system provides an ordered guide for accomplishing basic business start-up requirements. Based on user profiles the system populates required forms and prompts the user to contact various local and state offices throughout the registration process. General business information is also available through the Business Information Center Hotline via phone at the toll free contact number (866) 248-8814 or via e-mail at vbic@vdba.virginia.gov.