



City of Richmond
MBD
Minority Business Development

**Emerging Small Business (ESB)
Registration Checklist**

- Completed ESB Registration Application
- Copy of Government Issued Photo Identification of the business owner(s);
(e.g. DMV License, Passport, Non-Drivers License)
- Copy of Richmond City Business License
- Copy of Leasing Agreement (Business must be located in City of Richmond Enterprise Zone)
- Copy of Contractors Business Class License (If Applicable)
- Proof of Ownership (Copy)
- Copy of company's federal income tax filings for last three years
- Affidavit stating business is not operating/headquartered outside of Richmond, Virginia
- Work History in Related Business Field (Brochure, Typed Document)

Additional Requirements:

- Company has fewer than 10 full-time permanent employees.
- Pays personal property, real estate and business taxes as applicable to the City of Richmond.
- Not a subsidiary of another business and/or does not belong to a group of businesses owned and controlled by the same individuals.
- Annual gross receipts of \$500,000 or less for each of its three fiscal years preceding application for such certification if engaged primarily in the construction business or of \$250,000 or less if engaged primarily in a non-construction business.
- Required site visit.

Contact Minority Business Development should you have questions about the registration process.
(804) 646-5947 or Minority.Business.Development@richmondgov.com

***Please remember to completely fill out the ESB application.
Failure to do so will delay the processing of your application.***

Minority Business Development
900 E. Broad Street, 16th Floor, Room 1603 Richmond, VA 23219
Phone: (804)646-5947 Fax: (804)646-0136



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 900 East Broad Street
 City Hall, 16th Floor, Room 1603
 Richmond, VA 23219
 Office: (804) 646-5947
 Fax: (804) 646-0136
www.richmondgov.com/MBD

Emerging Small Business means a business that has been certified by the Minority Business Development for a period of up to seven years, has annual gross receipt of \$500,000 or less for each of its three fiscal years preceding application for such certification it engaged primarily in the construction business or of \$250,000 or less if engaged primarily in a non-construction business, has fewer than 10 full-time, permanent employees, is not a subsidiary of another business and does not belong to a group of businesses owned and controlled by the same individuals, has its principal place of business entirely within the boundaries of the City of Richmond Enterprise Zone, possesses a City license, and pays personal property, real estate, and business taxes to the City of Richmond.

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Contact Person		Prefix:	First Name:		Last Name:				
Company Name:									
Primary Company Address:									
City:			State:		ZIP Code:				
Phone:			Fax:						
E-Mail:			Website:						
Principal Owner(s)	NAME		GENDER		RACE/ETHNICITY				
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		<input type="checkbox"/> BLACK/AFRICAN AMERICAN	<input type="checkbox"/> HISPANIC/LATINO AMERICAN	<input type="checkbox"/> ASIAN AMERICAN	<input type="checkbox"/> NATIVE INDIAN	<input type="checkbox"/> ANGLO AMERICAN
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		<input type="checkbox"/> BLACK/AFRICAN AMERICAN	<input type="checkbox"/> HISPANIC/LATINO AMERICAN	<input type="checkbox"/> ASIAN AMERICAN	<input type="checkbox"/> NATIVE INDIAN	<input type="checkbox"/> ANGLO AMERICAN
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FIRM TYPE:		<input type="checkbox"/> SOLE PROPRIETORSHIP		<input type="checkbox"/> PARTNERSHIP		<input type="checkbox"/> CORPORATION (State of INC.)		<input type="checkbox"/> OTHER (SPECIFY)	
BUSINESS TYPE:									
DATE BUSINESS COMMENCED:				Fed ID/SSN No.					
City:			State:		ZIP Code:				
DESCRIBE SERVICES									
	HAS YOUR COMPANY PREVIOUSLY BEEN DEBARRED FROM DOING BUSINESS WITH ANY GOVERNMENT ENTITY? IF YES, EXPLAIN								
GROSS RECEIPTS FOR PRIOR THREE FISCAL YEARS									
YEAR	GROSS RECEIPTS	Permanent Employee Full-Time Part-Time		YEAR	GROSS RECEIPTS	Permanent Employee Full-Time Part-Time			
YEARS IN BUSINESS:				BUSINESS LICENSE JURISDICTION :			<input type="checkbox"/> N/A		
POSSES ALL STATE/CITY LICENSES TO LEGALLY CONDUCT BUSINESS IN VA <input type="checkbox"/> YES <input type="checkbox"/> NO					WORK FORCE SIZE				
CONTRACTOR'S LICENSE: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> N/A			CURRENTLY INSURED IF YES TO WHAT AMOUNT? <input type="checkbox"/> YES <input type="checkbox"/> NO \$		CURRENTLY BONDED IF YES, TO WHAT AMOUNT? <input type="checkbox"/> YES <input type="checkbox"/> NO \$				
TYPE OF CERTIFICATION (EXAMPLE: MBE, DBE, WBE, ETC.)					<i>All firms listed in MBD directory have registered with the City of Richmond as a minority owned business (MBE) or certified as an Emerging Small Business (ESB). It should be noted, that there are MBE businesses listed in this directory that are not certified. Therefore, any prime contractor/vendor desiring to use a registered MBE firm that is not certified, must be aware, that the registered MBE firm has 180 days to get certified or before the completion of the contract, whichever is less, or the prime contractor/vendor risks not receiving credit toward the minority participation goal for the said project.</i>				
CERTIFICATION SOURCE (EXAMPLE: VA DEPT. OF TRANSPORTATION, VA DEPT. OF MINORITY BUSINESS ENTERPRISE, US SMALL BUSINESS ADMINISTRATION)									
YOUR SIGNATURE INDICATES THAT THE ABOVE INFORMATION IS ACCURATE TO THE BEST OF YOUR KNOWLEDGE.									
SIGNATURE:			TITLE:		DATE:				