THE WASHINGTON DC ECONOMIC PARTNERSHIP (WDCEP) is a nonprofit, public-private organization whose core purpose is to actively position, promote, and support economic development and business opportunities in Washington, DC.

Our mission is to promote DC’s economic and business opportunities and support business retention and attraction activities.

Through historical knowledge of the city’s business and economic climate; accurate analytics, data, and research; and community partners and access, WDCEP is the central organization in the District that connects public and private sectors, neighborhoods, and real estate communities to local, national, and international audiences.

WDCEP’s purpose and success aligns with its partners in the city: to facilitate dynamic relationships with nonprofit change agents, technology visionaries, artists, real estate entrepreneurs, and global enterprise leaders based on independent thinking and objective insights. We stay one-step ahead of the vibrant and evolving economic landscape by monitoring the pulse of DC’s developers, startups, entrepreneurs, and big and small businesses.

As your first point of contact for doing business in the District, the Washington DC Economic Partnership has a variety of resources in addition to this publication that can assist you in your business success. To find out more about what we can do for you, please call WDCEP at (202) 661-8670, or visit us online at wdcep.com.
The DC Doing Business Guide is an updated and improved version of the seventh edition released in 2015. The new guide covers information essential to creating, relocating, and expanding your business in the District. Whether you are an entrepreneur looking for some guidance on starting a business in DC or have an existing business that you are looking to relocate to DC, or you are a DC-based company seeking to understand local business resources, you will find this guide indispensable.

Content for this publication was made possible through collaboration with several district and federal agencies, including: the Office of the Deputy Mayor for Planning and Economic Development, the Department of Small and Local Business Development, the Department of Consumer and Regulatory Affairs, the Department of Insurance, the Department of Employment Services, the U.S. Small Business Administration, the DC Office of Tax and Revenue, the Department of Employment Services, and the DC Small Business Development Center Network.

The DC Doing Business Guide is a publication of WDCEP. This document is intended to serve as a guide to starting or growing your business in DC. It is not intended to supplant legal or financial advice. Although every attempt was made to ensure the quality of the information contained in this document, WDCEP makes no warranty or guarantee as to its accuracy, completeness or usefulness for any given purpose.

This publication was funded by a grant from the Department of Consumer and Regulatory Affairs.
BUSINESS REGISTRATION & LICENSING

Step-by-step Explanation of the Licensing Process
The process of obtaining business licenses and registrations can be streamlined if you know what you need and where to find it. This chapter will help you navigate your way through the process.

**THE DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS**

All businesses operating in the District of Columbia are required to be licensed and/or registered by the Department of Consumer and Regulatory Affairs (DCRA). Additionally, DCRA issues construction permits for commercial and residential properties in the District. The Business License Center serves walk-in customers who wish to file corporate documents, and apply for various licenses. The Permit Center is responsible for issuing construction, plumbing, electrical, and HVAC permits in DC. Both centers provide face-to-face technical assistance for residents and businesses within DC.

**SKIP THE TRIP**

For the first time ever, businesses can now apply for, track, and renew their DCRA Basic Business Licenses completely online, including document uploads. “Skip the trip” today by using DCRA’s new portal at [business.dc.gov](http://business.dc.gov).

**SMALL BUSINESS RESOURCE CENTER**

DCRA’s Small Business Resource Center provides District-based small businesses and entrepreneurs with training, consulting, and technical assistance. Service offerings include a number of regulatory process one-on-one sessions, educational workshops, and forums where subject matter experts from a variety of DCRA’s divisions participate in panel discussions relating to corporations, business licensing, zoning (occupancy and home occupancy permits), and permitting special events and vending. Additionally, the SBRC conducts two annualforums designed to disseminate information, inspire entrepreneurship, and encourage growth among current and future District-based businesses.

To make an appointment, visit [dcbiz.ecenterdirect.com](http://dcbiz.ecenterdirect.com).

Contributors: The Department of Consumer and Regulatory Affairs, The Alcoholic Beverage Regulation Administration
Visit dcra.dc.gov to view the services that DCRA provides, including:

- Registration forms and documents
- Answers to frequently asked questions
- Business name availability tool
- Registered organization search
- Corporate online formation services, report filings, name reservation and trade name filings, status certificates, and certified copy ordering, as well as dissolution, withdrawal, and agent changes; online site for corporate filing is corp.dcra.dc.gov.

To register as a domestic company, you must file for articles of incorporation (for-profit or nonprofit corporations and cooperative associations), articles of organization (for limited liability companies or business trusts), or a statement of qualification for partnership (limited or limited liability partnership).

To register as a foreign company (if your business is already registered outside the District of Columbia), you must file for a certificate of registration for all filing entities, including for-profit and nonprofit corporations, limited liability companies, general and limited cooperative associations, statutory trusts, limited partnerships, and limited liability partnerships. Corporate registration can be accomplished online by using the CorpOnline site at https://corp.dcra.dc.gov.

STEP 2: EMPLOYER IDENTIFICATION NUMBER (EIN)

An EIN, also known as Tax Identification Number (TIN), is a nine-digit number assigned by the Internal Revenue Service. The IRS uses the number to identify business taxpayers who are required to file various tax returns. EINs are used by employers, sole proprietors, partnerships, corporations, nonprofit organizations, trusts, estates of decedents, government agencies, certain individuals, and other business entities.

Generally, you will need an EIN if you answer “yes” to any of the following questions:

- Do you have employees?
- Do you operate your business as a corporation, LLC, or partnership?
- Do you file any of these tax returns: employment; excise; or alcohol, tobacco, and firearms?
- Do you withhold taxes on income, other than wages, paid to a non-resident alien?
- Do you have a Keogh plan (a tax-deferred pension account)?
- Are you involved with any of the following: trusts (except certain grantor-owned revocable trusts), individual retirement accounts, exempt organization business income tax returns, estates, real estate mortgage investment conduits, nonprofit organizations, cooperatives, or plan administrators?

THE BUSINESS LICENSING PROCESS STEP-BY-STEP

The following steps apply to all business license applicants:

1. Business Registration
2. Employer Identification Number (EIN)
3. DC Business Tax Identification Number
4. Certificate of Registration
5. Clean Hands Certificate
6. Certificate of Occupancy (CRA-5)
7. Basic Business License
8. Business Trade Name

STEP 1: BUSINESS REGISTRATION

If you will be operating as a sole proprietor, general partnership, unincorporated nonprofit association, or other special entity type, registration with the Corporations Division is not required and you can skip to step 2.

If you would like to operate in the District of Columbia as a nonprofit or for-profit corporation, limited liability company, limited partnership, limited liability partnership, general cooperative association, limited cooperative association, or statutory trust, you must register with the Corporations Division of DCRA that acts as Office of Corporate Registrar for the District.
EIN REQUIREMENTS

For more specific information about whether you are required to obtain an EIN, refer to IRS Publication 1635. You can obtain a copy of the publication online at irs.gov.

The quickest and easiest way to apply for your EIN is online at bit.ly/EINapply. You may also fill out a copy of IRS Form SS-4 (Application for Employer Identification Number) and apply by phone, fax, or mail. This form is available at IRS and Social Security Administration offices, or you can request one by calling (800) 829-4933.

STEP 3: DC BUSINESS TAX IDENTIFICATION NUMBER

The FR-500 is a DC Combined Business Tax Registration document used to provide information on ownership, location, and type of business. This information is needed to make a determination of an employing unit’s liability to pay unemployment taxes.

Once you complete the document and submit it to the Office of Tax and Revenue, you will be provided with a notice of business tax registration indicating your tax obligations and filing frequency. It will also be the basis for your unemployment tax registration with the Department of Employment Services. Tax forms can be accessed online at otr.cfo.dc.gov. For more information, call the Office of Tax and Revenue at (202) 727-4829.

Employers with one or more employees performing services within the District of Columbia must complete Part VI of the Combined Registration Application (FR-500). If the form is completed on the Office of Tax and Revenue’s website, Part VI will automatically be forwarded to the Department of Employment Services (DOES). You will be contacted by DOES if necessary and provided with a determination of tax liability. If FR-500 is not completed online, Part VI should be submitted to:

DC DEPARTMENT OF EMPLOYMENT SERVICES
Office of Unemployment Compensation, Tax Division, 4058 Minnesota Avenue, NE, Washington, DC 20019 (202) 724-7000 · does.dc.gov
The withholding and submission of employer withholding tax is optional for household employees. If you choose to withhold, you should complete the Combined Registration Application (FR-500), as mentioned above.

**STEP 4: CERTIFICATION OF REGISTRATION**

You will receive a Certificate of Registration from the Office of Tax and Revenue once you file your FR-500.

**STEP 5: CLEAN HANDS CERTIFICATE**

The Clean Hands Certificate is an affidavit stating that you do not owe more than $100 to the District government. If you owe more than $100 to the District government, you will need to resolve the outstanding debt before you can proceed.

A Clean Hands Certificate is required to be submitted with any application for a license or permit, including a Basic Business License (see “Step 7”). The form is included in the Basic Business License application packet.

**STEP 6: CERTIFICATE OF OCCUPANCY (CRA-5)**

A Certificate of Occupancy (C of O) or Home Occupation Permit (HOP) is required to show that your business is operating in a building that meets building and zoning code requirements for its intended use. However, you may not need one if you are leasing space in a building that already holds a Certificate of Occupancy for your intended business use. For instance, a law firm can operate under the umbrella of an office building’s C of O as long as the firm operates in a manner that conforms to office use.

Certain businesses—mostly Basic Business License applicants—need to obtain a separate certificate if the property owner’s C of O does not cover their business. It’s important to ask the owner, property manager, or agent about the C of O when entering into a lease agreement.

To file for a C of O for your business, you must have a commercially zoned business location. However, if you operate your business from your house or apartment, you instead need a Home Occupation Permit. C of O applications are available from the Department of Consumer and Regulatory Affairs or online at dcre.dc.gov under the heading “Zoning.” Once you have completed the application, you will need to submit it in person to the Permit Service Center.

Commercial Properties will typically already have a C of O. You should be able to get a copy of the certificate from the building owner or management company. If there is not a C of O, you will need to apply for one. If you are leasing a space for your business, you will need to get the property owner’s authorization, documented in the Authorization Form. You may wish to visit bit.ly/CofO to read more about the process and to obtain a C of O checklist, application, Authorization Form, and other supplemental forms that may be required.

Home-based businesses are subject to DC Code and DC Municipal Regulations (DCMR) Title 11 Zoning Regulations; if you use your residence as your primary business location, you must file for a Home Occupation Permit. HOPs allow for limited home occupations, with standards, as an accessory use to the principal residential use. See Section 203.1 of DCMR Title 11 for permitted home occupations and limitations. You may view this section and the District’s zoning regulations at dcoz.dc.gov. There are limitations, however, as you are only allowed to use the greater of either 250 square feet or 25% of the floor area of the structure, excluding the basement or any accessory structure, for your business operation. Check zoning regulations regarding all home-based businesses before applying for a HOP.

**UPDATED "FAST FOOD" DESIGNATIONS**

NEW: Your fast-casual establishment may no longer be restricted by DC’s “fast food” definition or zoning restrictions. As of September 6, 2016, zoning regulations changed for fast food and fast-casual restaurants. With this change, the “fast food” designation, which has separate zoning restrictions, will be assigned to restaurants that meet at least one of the following conditions:

- Foods that are prepared by production-line techniques
- Foods that are standardized foodstuffs shipped to a franchised establishment from central locations
- The establishment includes trash receptacles located in the dining area for self-bussing of tables
- Seating for customers
- Food served on disposable tableware
FREQUENTLY ASKED QUESTIONS
ABOUT BASIC BUSINESS LICENSING

HOW LONG DOES IT TAKE TO COMPLETE REGISTRATION AND LICENSING FOR MY BUSINESS?

If you have thought through your business needs and your business will not be operating out of a physical location, then the process should take less than two weeks. Inspections, plans, permit reviews, etc. demand more time for brick-and-mortar businesses.

I HAVE CLIENTS IN THE DISTRICT, BUT I DON'T HAVE AN OFFICE THERE. DO I STILL NEED TO APPLY FOR A BASIC BUSINESS LICENSE?

If you are conducting business in the District, are registered with the Office of Tax and Revenue to do business in the District, and are not otherwise licensed, you are required to have a Basic Business License.

IF MY BUSINESS IS ALREADY REGISTERED OUTSIDE OF WASHINGTON, DC, DO I STILL NEED TO REGISTER MY BUSINESS IN DC TO DO BUSINESS IN THE CITY?

An organization registered in another state or country that seeks to transact business in the District of Columbia must obtain authority to do business in DC by filing an application for foreign registration. See bit.ly/dcfreignreg for more information. This is an easy process that DCRA can help you expedite.

I AM A SUB-CONTRACTOR AND AM ONLY IN DC FOR ONE CONTRACT. DO I NEED TO GET MY OWN BASIC BUSINESS LICENSE?

If you are a sub-contractor, and the firm you are contracting with is properly licensed to do business in the District, you are required to get your own; you would not fall under the contractor's license.

I AM A CONTRACTOR WHOSE BUSINESS IS BASED IN ANOTHER STATE, BUT I WANT TO DO BUSINESS IN DC; DO I NEED TO SET UP AN OFFICE IN DC?

No. If you are a contractor who is located and licensed outside of the District, you must establish a Registered Agent who will be the District's primary point of contact for your business. Visit bit.ly/registeredagent for more information.

I'M EMPLOYED BUT I DO SOME FREELANCE WORK ON THE SIDE. DO I NEED A BASIC BUSINESS LICENSE?

If you are conducting business in the District, are registered with the Office of Tax and Revenue to do business in the District, and are not otherwise licensed, you are required to have a Basic Business License.

I'M A CONSULTANT, NOT A BUSINESS, AND I FILE MY EARNINGS ON MY PERSONAL TAX FORM BUT I WAS TOLD I STILL NEED A BASIC BUSINESS LICENSE. WHY?

Unless you are registered as a business with the Office of Tax and Revenue, and have a Business Tax ID number (also referred to as a Federal Employer Identification Number), you are not required to obtain a Basic Business License.

I'M SETTING UP A MOBILE FOOD BUSINESS, BUT I'M BASED IN ANOTHER STATE. DO I NEED A VENDING LICENSE TO BE ABLE TO OPERATE IN WASHINGTON, DC?

Yes. The vending license is one of the specialized categories of business licenses that DCRA offers for food trucks. There are specific requirements that the vessel (truck or stand) must meet as well as specific tax obligations that are unique to mobile vendors. Reach out to DCRA or visit bit.ly/dcfreignreg and dmvfta.org/washingtondc for more information.
STEP 7: BASIC BUSINESS LICENSE (BBL)

Whether you need a Basic Business License depends on the business activity being conducted. There are prerequisites for obtaining a Basic Business License such as registration with the Corporations Division (202) 442-4432, corp.dcra.dc.gov, the Office of Tax and Revenue (202) 727-4829, otr.cfo.dc.gov, and in some cases, the Permits Division (202) 442-4576). Review the directory to locate the applicable business category, which is based on the primary business activity, and determine the licensing requirements for licensure at: dcra.dc.gov/node/539512.

Please note that more than one license category may be applicable. You may apply online at business.dc.gov.

At business.dc.gov, you now have the ability to generate a personalized checklist of the appropriate Basic Business Licenses and supporting documents required by DCRA to start your business.

STEP 8: BUSINESS TRADE NAME [OPTIONAL]

The District of Columbia enacted legislation establishing a registration program for trade names. This law benefits the business community by:

- Allowing businesses to use fictitious names (created words and names) to conduct business, including transacting business with vendors and financial institutions;
- Providing an official record of all owners associated with a fictitious name;
- Allowing businesses with fictitious names to take legal action under that name.

You can register your trade name online at dcre.dc.gov as an individual or organization, by selecting “Business Licensing & Registration–Reserve or Register a Trade Name.”

Trade Name Registration Form TN-1 is also available by accessing the agency’s website, navigating to Licensing and Registration and Corporate Registration, and clicking on the appropriate entity type.

You may opt to obtain a trade name at any step in the process.

ALCOHOLIC BEVERAGE CONTROL LICENSING

The Alcoholic Beverage Regulation Administration (ABRA) is an independent DC government agency that issues licenses to qualified applicants to sell and serve alcoholic beverages; monitors compliance with District laws and regulations, and takes appropriate enforcement action when a business violates these laws. ABRA also implements new laws regulating the manufacture, distribution, and sale of alcoholic beverages in the District.

The Alcoholic Beverage Control (ABC) Board, which is responsible for overseeing ABRA, meets once each week to adjudicate, administer, and enforce alcoholic beverage laws.

There are several classes of alcoholic beverage licenses. The agency recommends that businesses consult with an ABRA representative to first determine the type of license needed for the proposed operations of the establishment. Additionally, the agency recommends that you discuss your proposed location with an ABRA representative to ensure that a license for your location is not prohibited by an existing ABC license moratorium. All alcoholic beverage license applications are subject to the review and approval of the Board.

TO FILE FOR AN ABC LICENSE:

- Watch the agency’s video at bit.ly/abralicense to learn the steps in the process to obtain an ABC license.
- Contact an ABRA representative to determine the type of license needed for your operations.
- Submit a completed ABC License Application along with all of the required documents outlined in the application. The application is available on ABRA’s website.
- Post at least two notice placards on the main entrance doors and in a visible location of the establishment for a 45-day public notice period.
Await the ABC board’s decision on the application.

Consult ABRA’s Quick Guides at abra.dc.gov/page/abc-quick-guides to learn more.

Applications for new licenses are subject to a 45-day public comment period and the review and approval of the Alcoholic Beverage Control Board. A routine application, with no protests, will take approximately 12 weeks for approval, including the 45-day placard period and final inspections.

(202) 442-4423 · abra.dc.gov

HEALTH REGULATION AND LICENSING ADMINISTRATION (HRLA)

DEPARTMENT OF HEALTH

Prospective businesses that have an impact on the health and wellness of the District of Columbia residents and businesses, are required to follow the regulations of the Health Regulation and Licensing Administration (HRLA).

The HRLA administers the executive functions of all health professional regulatory boards and licenses for roughly 70,000 health professionals in DC. HRLA investigates consumer incidents or complaints against health professionals, and recommends enforcement, when necessary, to bring licensees into compliance. It also develops rules and regulations for health professional practice.

In addition, HRLA has oversight and management of all healthcare facilities through the Office of Food, Drug, Radiation and Community Hygiene, which includes the Food Protection and Consumer Hygiene Division, Pharmaceutical Control Division, Medical Marijuana Program, Office of Animal Disease Prevention, and the Rodent and Vector Control Division. The HRLA also conducts investigations on behalf of DOH and Boards and assists the health facilities.

(202) 724-4900 · bit.ly/dchealthreg · doh@dc.gov

BUSINESS SITE LICENSES & PERMITS

BUILDING PERMITS

You are required by law to obtain a permit for construction in the District of Columbia if you are going to be constructing, demolishing, renovating, or altering your building, home, or business. Even if you are not doing work, but are changing the use of a building or space, you will need to obtain a building permit. You may apply for permits in person at the Permit Service Center of the Department of Consumer and Regulatory Affairs or online at dcra.dc.gov.
Please note that other agencies (e.g. the Department of Health, the District Department of Transportation, and the Water and Sewer Authority) are tied into the permitting process and have their own approval requirements. If you need further assistance or have multiple permits, contact DCRA’s Building Permit Customer Service Section at (202) 478-9292.

You need a permit for:

- New construction and foundations;
- Additions, alterations, or repair of existing buildings;
- Razes (demolition) and interior or partial demolition;
- Erection of a sign and awning;
- Layout of interior space for tenants in new or existing commercial buildings;
- Change of use or load increase

Search “DCMR Title 12 Chapter 1” online for the entire list of required permits.

**BUILDING PLATS (ISSUED BY DCRA)**

Building plats—drawings showing the location of all property lines—are required as the basis for all additions and new buildings. An original and three copies can be obtained for a fee from the District Office of the Surveyor. You are encouraged to place your order a minimum of seven days in advance, although an expedited plat service is available. Plats show lot lines and do not show improvements, which must be added by the applicant. Plats are required for the following types of work:

- New buildings and additions
- Retaining walls and fences
- Sheds and garages
- Awnings

Site plans are required for:

- New buildings, additions, interior, and exterior alterations
- Retaining walls, sheds, and garages
- Excavation for foundations
PUBLIC SPACE PERMITS (ISSUED BY DISTRICT DEPARTMENT OF TRANSPORTATION)

Public Space Permits are required to use or install structures on public space, which is the area between the building or property line and the curb. Restaurants with outdoor sidewalk seating will need to apply for the Sidewalk Café Permit. You are required to complete an application for Public Space Permits in order to:

- Construct sidewalks, alleys, flagpoles, fountains, planter boxes, retaining walls, fences, and any other improvements in public spaces
- Excavate in public space to construct foundations
- Occupy public space temporarily for construction equipment

WATER OR SEWER EXCAVATION PERMITS (REVIEWED AND APPROVED BY DC WATER AND ISSUED BY DDOT)

You must complete an application for Water or Sewer Excavation Permits to:

- Install water or sewer pipes
- Make connections to existing water and sewer mains in the street
- Excavate for water meters and meter vaults in public spaces

TRADE PERMITS (ISSUED BY DCRA)

Licensed contractors are required to complete an application for Trade Permits in order to install:

- HVAC systems plumbing installation and fixtures
- Electrical wiring, service, and fixtures
- Fire alarm and sprinkler systems

Floor plans, elevations, cross-sections, and detailed drawings are required in various combinations for all proposed construction, except for razes. You will need a building permit before subcontractors apply for trade permits. Permits for simple projects can be issued over the counter in half an hour as a “walk-through,” while more complex projects are classified as “file jobs” and may require 14 to 30 days for completion of reviews.

CODE COMPLIANCE

Reviews of drawings and submittal documents are performed by Technical Plan Review Staff to ensure compliance with the following, where applicable, prior to permit issuance:

- Structural/non-structural
- Plumbing/mechanical
- Accessibility
- Electrical
- Fire
- Green building
- Zoning
- DDOE - stormwater management, soil erosion and sediment control, and floodplain management
- District Department of Transportation - public space
- Historic Preservation Review Board - historic review
- DC Water
- Other - Washington Metropolitan Area Transit Authority, Commission of Fine Arts, National Capital Planning Commission, and Secret Service

INSPECTIONS

Once permits are issued and construction commences, DCRA or approved third party inspectors conduct inspections to verify that work complies with applicable codes, regulations, and referenced standards and conforms with approved construction documents. Final inspection approval is needed to obtain a certificate of occupancy.

To schedule a plumbing, electrical, fire, construction, elevator, or boiler inspection, call the Building Inspections Scheduling unit at (202) 442-9557. You can now schedule construction inspections 24/7 from any phone.

PERMIT CUSTOMER SERVICE LINE

(202) 478-9292 · dcra.dc.gov

EIN REQUIREMENTS

For all questions regarding basic business, corporate, or non-health related professional licenses, contact DCRA. For all questions regarding small business opportunities or certification, contact DSLBD. For all questions regarding alcoholic beverage licenses, contact ABRA.
DOWNLOAD WDCEP'S NEW
ENTREPRENEUR TOOLKITS

Learn about unique regulations, incentives, office spaces, and resources available for your franchise, tech, creative, or nonprofit company. Download from wdcep.com.

wdcep.com
(202) 661-8670
dcbiz@wdcep.com

WDCEP
WASHINGTON DC ECONOMIC PARTNERSHIP
We are a leading technology company in Washington and around the globe

We are proud to do business in DC.

TD Bank helps you make the most of every opportunity. We provide you with experience, guidance and smart solutions that position you and your business for success.

- Commercial loans and lines of credit
- Commercial real estate
- Treasury management services
- Global trade services and foreign exchange

Now, more than ever, you need a bank that stands beside you.

TD Bank helps you make the most of every opportunity. We provide you with experience, guidance and smart solutions that position you and your business for success.

- Commercial loans and lines of credit
- Commercial real estate
- Treasury management services
- Global trade services and foreign exchange

For a higher level of personal service please call Tim Duggan at 703-663-7619.
THE DISTRICT OF COLUMBIA is a world-class capital city that offers unparalleled opportunities for businesses and organizations of all sizes. More than a political and cultural center, DC remains a business capital experiencing an unprecedented renaissance as one of the fastest growing and most exciting economies in the country. Choosing to create, relocate, or expand your business in DC will ensure advantages that are unmatched by any other city. DC’s economy has proven to be strong, resilient, and now has a thriving entrepreneurial community. DC boasts a highly skilled workforce and job market and is well established for industries such as professional services, nonprofits, hospitality, technology, and retail. The nation’s capital has the tools, infrastructure, workforce, accessibility, and climate for your business to flourish.
STRENGTH OF ECONOMY & WORKFORCE

#1 Metro area for economic strength based on earnings, jobs, wages, real estate, construction, retail, welfare, and Medicaid data (Policom, 2015)

• #1 most educated city in America (Census PEP, 2015)
• 53.4% of DC residents over 25 years old have a bachelor’s degree or higher. (Census PEP, 2015)
• #2 locale for America’s fastest-growing private companies (inc.com)
• #2 fastest growing “state” in the country. DC has more residents than Vermont and Wyoming. (Census PEP, 2015)

LIVABILITY

#1 city for public transportation, based on quality, efficiency, and availability metrics (SmartAsset, 2016)

• #1 Restaurant City of the Year (Bon Appétit, 2016)
• #1 city for music lovers (CondéNast Traveler, 2015)
• #1 fittest city in America (ACSM American Fitness Index, 2014, 2015, 2016)
• Top 10 most bike-friendly, transit-friendly, and walkable cities in America (Walk Score, 2016)
REAL ESTATE DEVELOPMENT

• DC sets a national and global example of how to achieve sustainable development by creating policy and achieving a record number of LEED and Energy Star certified projects. *(U.S. Green Building Council, Energy Star, 2016)*

• DC's flexible office market has grown by over 50% since 2015, with over 70 locations offering shared workspaces, co-working, flexible and short-term office rentals, and business incubation in September 2016 *(WDCEP)*

#1 in LEED-certified space per resident, with over 11 million square feet of certified space and 84 projects in 2015 *(U.S. Green Building Council)*

“Small businesses are the backbone of our local economy, creating jobs, contributing to our tax base, and providing vital services to District residents. When they succeed, more people have pathways to the middle class. That is why my Administration is committed to giving small businesses the resources and partnerships they need to grow, and to thrive.”

—Muriel Bowser, Mayor, District of Columbia
“The Washington DC Economic Partnership offers entrepreneurs free resources and expert guidance to strengthen their capacities within the District of Columbia. The DC Doing Business Guide is robust with actionable insight on building a successful business at every level, from making sure you have the right permits and licenses, to hiring the right talent as your company grows. It is our hope that this guide will provide the roadmap that you need to succeed and that you will turn to WDCEP when you are ready to do business in DC.”

—Keith J. Sellars, President & CEO, Washington DC Economic Partnership

**INNOVATION**

• #1 metro area for entrepreneurship based on startup formation, high-growth companies and the number of startups that reach scale in 10 years (Kauffman Foundation, 2015, 2016)

• #3 best city in America to start a business, based on over 20 categories including tax and regulatory climate, workforce strength, access to capital, and the cost of living (CNBC, 2016)

• Top 5 city in the nation for startup success, based on DC’s technology sector, venture funding, higher ed enrollment, livability, and economy (Streetwise Innovation Index, 2016)

**INCLUSION**

• #1 highest proportion of women in the tech workforce (Innovation Destination, 2015, 2016)

• #1 for women’s employment and earnings (Institute for Women’s Policy Research, 2016)

• Top 5 city for diversity in STEM (SmartAsset, 2015)

• Top 5 best city for black-owned businesses (Nerdwallet, 2015)

**FACT**

DC has the lowest gender pay gap in America (American Association of University Women, 2016)
DOES YOUR IDEA NEED SPACE?

When you need to scale up your business with a storefront or office space, WDCEP can assist with:

ONE-ON-ONE SUPPORT FOR BUSINESSES OF ALL SIZES
- Site location assistance
- DC incentive information
- Neighborhood retail/restaurant site tours
- Broker introductions

DATA & TOOLS
- Neighborhood Profiles
- Development Report
- Current retail and development online search tools
- Monthly economic sector maps

wdcep.com
(202) 661-8670
dcbiz@wdcep.com
DISB can help.

You may be eligible for DISB’s Business Capital Programs (DC BizCAP) which help District of Columbia small business owners with access to capital.

Visit the District of Columbia Department of Insurance, Securities and Banking at disb.dc.gov/smallbusinfo for more information or call 202-727-8000.
FIRST WE SHAPE OUR PLACES.
THEN THEY SHAPE OUR COMMUNITIES FOR GENERATIONS TO COME.

We believe that the shape of retail is always changing – but that it will always be a vital center of community life. At EDENS, we are committed to building vibrant, beautiful and engaging places. Throughout every step of our process – from groundbreaking to drafting a sophisticated mix of retailers to design – we remain determined to build spaces that serve the community.
Where small businesses start and grow!

BUSINESS TRAINING COURSES INCLUDE:
- The Business Planning Process
- Marketing Your Business
- Federal and Local Government Certification
- Strategic Planning
- International Trade Certification Programs

BUSINESS CONSULTING SERVICES INCLUDE:
- Strategic Business Planning
- Business Plan Development
- Market Research & Web-Site Development
- Federal and Local Government Certification
- Start-up Feasibility Analysis

Anacostia Economic Development Corporation
Business Development Center
1800 Martin Luther King, Jr. Ave, SE  Suite 100  (202) 889-5090

Building Memorable Personalities for Exceptional Brands to Drive Engagement, Sales, Influence + Loyalty.
Through DC Health Link, small businesses save thousands of dollars each month on health insurance.

SHOP AND SAVE!
ENROLLMENT IS YEAR ROUND

136 plans to choose from:

aetna  CareFirst  KAISER PERMANENTE  UnitedHealthcare

SELF EMPLOYED? NO EMPLOYEES YET?
Sign Up During Annual Open Enrollment
Do Business With DCRA.
The Department of Consumer and Regulatory Affairs

Our city is growing and so can you. It’s time to expand on your dreams. Build that new house, open your business, or develop that new project. Through it all, we’ll be by your side – helping you do business without standing in your way. Let our city grow along with you!
It is the mission of the Washington DC Economic Partnership, a 501(c)3 organization to promote business opportunities throughout the District of Columbia and to contribute to business retention and attraction activities.

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