



Instructions for Preparing Business License Application

Part 1: Business Information

For your convenience, information from past applications has been pre-filled (where available). If an area has been pre-filled, please review this information for accuracy. If pre-filled information is incorrect, please mark through the incorrect information and include your corrections in the area provided. If information is not pre-filled, please enter appropriate information in the area provided.

Part 2: Contractors

If your business does not engage in contracting, skip to Part 3.

Contractors: If you perform work in the State of Virginia, in excess of \$1,000 per job, you MUST secure a State Contractor's License prior to applying for a City Business License.

- **Copy of State Contractor's License:** All contractors must provide a copy of your state license when renewing or applying for a City Business License. Mark the check box to note that the required forms are enclosed.
- **State Contractor's License Information:** Indicate whether you have a Class A, B, or C license and record the license classification, license number and expiration date in the area provided.

Part 3: Financial Information (Gross Receipts)

Unless otherwise indicated, report your prior year total gross receipts. If business began after January 1, 2020 and you were not in business for one full calendar year, you must provide an estimate of gross receipts for the current tax year in addition to your prior year gross receipts. (Note: Do not include any sales tax collected in your gross receipts.) If enclosing payment, calculate amount due and report payment amount in the area provided.

Tax Rates: The basic flat rate for businesses with gross receipts up to \$50,000 is \$50.

For gross receipts over \$50,000:

Contractors	16 cents per \$100 of gross receipts
Retail Sales	20 cents per \$100 of gross receipts
Repair, Personal and Business Services	36 cents per \$100 of gross receipts
Financial, Real Estate and Professional Services	58 cents per \$100 of gross receipts
Wholesale Merchants	\$50 for the first \$10,000 of gross purchases + 20 cents per \$100 of gross purchases thereafter
Other	Tax Rates Vary — Call 540-667-1815 for information

****NOTE:** This information is a guideline. Different and/or additional rates may apply. Please contact our office for details.**

Part 4: Alcoholic Beverages

If business is not involved in the sale of alcoholic beverages, check box and skip to Part 5; otherwise, enter information as requested.

Alcoholic Beverage License Charges:

	Seating 1-100	Seating 101-150	Seating 151+
Mixed Beverage	\$200.00	\$350.00	\$500.00
Mixed Beverage – Non-Profit		\$350.00	
Mixed Beverage – Caterer		\$500.00	

	On Premises Only	Off Premises Only	Both On and Off Premises
Beer	\$20.00	\$20.00	\$40.00
Wine	\$20.00	\$20.00	\$40.00

Part 5: Local Excise Taxes

If business is not subject to local excise taxes, skip to Part 6; otherwise, enter information as requested.

Part 6: Declaration by Taxpayer and Verification

Please read and sign the declaration, including contact information. Verify you have provided all information as incomplete returns will not be accepted.

PLEASE NOTE:

*There is a 10% **late filing fee** for applications received after March 1st.
There is a 10% **late payment penalty** assessed for all payments received after March 1st.*