



COMMISSIONER OF THE REVENUE

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Business License Application Instructions

Applicant Information:

Trade name: A trade name is a fictitious name used in lieu of a person's legal name in the course of business. Trade name is also known as DBA-"doing business as". If a fictitious name is being used, you must register the name with the Virginia State Corporation Commission. The fictitious name registration received from the SCC must be included with the business license application. <https://scc.virginia.gov/pages/New-Business-Resources> (Forms & Fees/View All Forms/Fictitious Name Forms)

Corporate name: All businesses that wish to be or have incorporated (Limited Liability Corporation, Incorporated, Limited Partnerships) with the Virginia State Corporation Commission must include evidence of such incorporation with the business license application. <https://scc.virginia.gov/pages/New-Business-Resources>

Business location: Zoning approval is required for any business operating in the City of Staunton. Existing businesses with a change in location may require additional approval from the City of Staunton's Planning and Zoning Department. Home based businesses are required to apply for a home occupancy permit prior to applying for a business license. The home occupancy permit must be included with the business license application. <https://www.ci.staunton.va.us/departments/planning-zoning-division>

Food service operations: Any food service establishment operating in the City of Staunton is required to obtain a health permit prior to applying for a business license. The health permit must be included with the business license application. <https://www.vdh.virginia.gov/central-shenandoah/environmental-health/food-services/>

Alcoholic beverage control: Any business wishing to sell alcoholic beverages must apply for an ABC license. Businesses must notify the Commissioner of the Revenue when an ABC license is obtained. Once approved, a separate ABC license tax will be added to your existing license. <https://www.abc.virginia.gov/licenses/get-a-license>

Business Type and Business Information

Business Type: All businesses that have incorporated (LLC, INC, S-Corp, Partnerships, etc.) in the Commonwealth of Virginia must register their business with State Corporation Commission. The certificate of good standing or registration certificate must be included with your business license application. Sole proprietors are not required to register with the SCC.

Business Information: SSN/Federal ID numbers (FEIN): The FEIN is the equivalent of a business social security number used by taxing authorities to identify your business. If you do

not have an FEIN number and your business does not require one, you must provide your social security number on the business license application. [How to Apply for an EIN | Internal Revenue Service \(irs.gov\)](#)

Sales tax number: Any business who sells, leases, distributes or rents tangible personal property to customers in Virginia or otherwise meets the definition of “dealer” must register to collect and pay sales tax in Virginia. Sales tax numbers must be included on your business license application. [Retail Sales and Use Tax | Virginia Tax](#)

Department of Professional and Occupational Regulations

Contractors: If you are a contractor earning over \$1000.00 per job, you must register with DPOR and obtain a contractor’s license. A current contractor’s license is required prior to applying for a business license. [Out of town contractors](#) are required to obtain a current business license when gross receipt amounts, from activity within the city limits, exceeds \$25,000.00 in a calendar year. [DPOR : Virginia Department of Professional and Occupational Regulation](#)

Other applicants: Realtors, brokers, nail techs, nail salons, hair stylists, hair salons, barbers, barbershops, estheticians, tattoo artists and other occupations regulated by the Virginia Department of Professional and Occupational Regulation must have an active license and include the DPOR license number on the business license application. Massage therapists, nurses, doctors and certain other professionals must register with the appropriate state board prior to applying for a business license and present appropriate licensure at the time of application. [DPOR : Virginia Department of Professional and Occupational Regulation](#)

Description of the Business and License Classification

License classification: If you are unsure of the classification of your business, please call the Commissioner of the Revenue to determine both the business classification and rate. (Classifications and rate schedules are located on the reverse side of the business license application).

Estimate of Gross Receipts:

All new businesses applying for a business license with the City of Staunton must provide an estimate of gross receipts from the start of the business to the end of the calendar year on the initial business license application **AND** the 1st business license renewal. The business license is a gross receipts tax and the associated fee is based on the classification rate multiplied by the business’ gross receipts. (Gross receipts is defined as all income earned by the business or entity prior to any expenses).