Please mail, fax, or email to:
P.O. Box 4
Staunton, VA 24402
(540) 851-4022
revenue@ci.staunton.va.us

BUSINESS LICENSE APPLICATION

City of Staunton, VA

Maggie Ragon
Commissioner of the Revenue

QUESTIONS OR CONCERNS?
Please contact the Commissioner of the Revenue's office at (540) 332-3829

PLEASE COMPLETE THE APPLICATION AS IT APPLIES TO YOUR BUSINESS. SEE THE BACK OF THE APPLICATION FOR ADDITIONAL INFORMATION.

APPLICANT INFORMATION		Date:
Trade Name:		
Corporate Name:		
Owner Name:	Contact Name:	
Mailing Address:		
City:	State:	Zip:
Business Location:		
Local Telephone:	Corporate Telephone:	
Fax:	Email:	

BUSINESS TYPE (check only one)	
☐ Sole Proprietor	☐ LLC
☐ Partnership	☐ Incorporated
	☐ S - Corp

BUSINESS INFORMATION
SSN/FEIN:
Sales Tax Number:

CONTRACTORS LICENSED THROUGH THE DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATIONS	
VA State Contractor Number:	Expiration Date:
Attention Out-of-Town Contractors: A license with the City of Staunton is only required if the gross receipt amount exceeds $25,000 in a calendar year within the city limits. Call for additional information.	

OTHER APPLICANTS LICENSED THROUGH THE DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATIONS	
DPOR License Number:	Expiration Date:

DESCRIPTION OF BUSINESS:	

License Classification:	See the back for Business License Classifications and Rates.
Note: To calculate the tax due, multiply the estimate of gross receipts by the tax rate according to the classification.	
Estimate of Gross Receipts from start of business to the end of this calendar year: $	
Total Business License Tax Due: $	

I, hereby, declare that the information submitted on this application is true, full, and correct to the best of my knowledge and belief.

_____ _____
Signature Date

FOR OFFICE USE ONLY Date: _____ Account Number: _____
Amt. Rec.: $_____ ☐ Cash ☐ Check #_____ ☐ Paid at Treasurer ☐ License Printed
Additional Information _____

BUSINESS LICENSE CLASSIFICATIONS AND RATES

City of Staunton, VA

BUSINESS CLASSIFICATION	GROSS RECEIPTS	RATE
Contractor (Must hold a valid VA Contractor's License)	$0-18,750	Minimum $30.00
	Over $18,750	$0.16 per $100.00 of gross receipts (.0016)
Retail	$0-15,000	Minimum $30.00
	Over $15,000	$0.20 per $100.00 of gross receipts (.0020)
Professional (State licensed, i.e. – Real Estate Agent, Doctor)	$0-7,500	Minimum $30.00
	Over $7,500	$0.40 per $100.00 of gross receipts (.0040)
Business Service	$0-8,333	Minimum $30.00
	Over $8,333	$0.36 per $100.00 of gross receipts (.0036)
Direct Seller	Under $4,000	No Fee License
	Over $4,000	$0.20 per $100.00 of gross receipts (.0020)
Wholesale Merchant	$0-10,000	$100.00
	$10,001-50,000	$100 + $0.50 per $100.00 over $10,001.00
	$50,001 and up	$300 + $0.12 per $100.00 over $50,001.00

ABC	(prorated monthly)
Beer On Premises	$100.00
Beer Off Premises	$100.00
Beer On & Off Premises	$200.00
Beer & Wine On Premises	$150.00
Beer & Wine Off Premises	$150.00
Beer & Wine On & Off Premises	$300.00
Mixed Beverages, Seating Capacity of 0-100	$200.00
Mixed Beverages, Seating Capacity of 101-150	$350.00
Mixed Beverages, Seating Capacity of 151 & more	$500.00
Day Spa	$20.00
Bed & Breakfast Establishment	$40.00
Mixed Beverage Caterer's	$100.00

NOTE: Not all alcoholic beverage charges are listed on this application. Please contact the office for additional information concerning specific charges.

HOME OCCUPATION PERMIT: You may be required to obtain a Home Occupation Permit if operating a business in your home. The permit is issued through the Planning and Zoning Department. For more information, contact the *Planning and Zoning Department* at (540) 332-3862, or online at www.ci.staunton.va.us. The permit must be approved before a business license can be issued.

REGISTER A FICTITIOUS NAME: You must register your fictitious name as a sole proprietor or partnership. You will need to register the name with the *State Corporation Commission* at (804) 371-9967, or online at www.scc.virginia.gov. A copy of the registration must be provided to our office before a business license can be issued.

REGISTER A CORPORATION: All corporations conducting business in the state of Virginia must be registered with the State Corporation Commission. For more information, contact the *State Corporation Commission* at (804) 371-9967, or online at www.scc.virginia.gov. A copy of the registration must be provided to our office before a business license can be issued.

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION: Any individual required to obtain professional credentials, must be licensed with DPOR. For more information, contact the *Department of Professional and Occupational Regulation* at (804) 367-8500, or online at www.dpor.virginia.gov. A copy of the current license must be provided to our office before a business license can be issued.

FEDERAL EMPLOYEE IDENTIFICATION NUMBER: A FEIN is a unique nine-digit number assigned by the Internal Revenue Service to a business for the purpose of identification and tax administration. For more information, contact the *IRS* at (800) 829-1040, or online at www.irs.gov.