

PRINCE GEORGE COUNTY, VIRGINIA
Application for New Business License

Federal I.D. or Soc. Sec. #: _____

E-Mail: _____ Fax #: _____

Name: _____

Trade Name: _____

Street Address of Business: _____

(No P.O. Boxes or Mail Drops) _____

Mailing Address: _____

Office Telephone Number: _____

Estimated Gross Receipts for current year: _____

Detailed Description of Business Activity: _____

Declaration of Taxpayer: I declare that the foregoing statements are true, complete and correct to the best of my knowledge. I understand that approval from Planning and Zoning must be obtained before my business license can be issued and that I have registered by assumed or fictitious business name with the Circuit Court Clerk's office in Prince George County (if applicable).

Signature Printed Name Date

INSTRUCTIONS FOR COMPLETING NEW BUSINESS LICENSE APPLICATION FORM

- Complete, print and sign this form and bring to the Commissioner of the Revenue's office.
- Attach a copy of the business approval form from the Planning and Zoning Department. (804) 722-8678
- Attach a copy of your receipt from the Circuit Court Clerk's office where you registered your assumed or fictitious business name (if applicable). (804) 733-2640
- A completed VWC Form (Virginia Workers' Compensation) must accompany all applications for a local contractor's license. (Go to: http://www.vwc.state.va.us/forms_empl_mont.htm for VWC form and instructions)
- Some businesses also require a State license, Health Department inspection, building inspection or Police Department registration before a local license can be issued. For more information contact (804) 722-8740.
- Questions concerning this form, business license rates, and business classification contact the Commissioner of the Revenue's office at (804) 722-8740 or visit our office at 6602 Courts Drive, Administration Building, First Floor.