



County of Prince George, Virginia  
Darlene M. Rowsey, Commissioner of the Revenue  
PO Box 155 Prince George, VA 23875-0155  
Tel.: (804) 722-8740 Fax: (804) 863-0529  
[www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov)

## APPLICATION FOR NEW BUSINESS LICENSE

Name:	
Trade Name:	
Federal ID # or Social Security #:	
Office Phone #:	Fax #:
Email Address:	Business Start Date:
Street Address of Business:	
Mailing Address of Business:	
Description of Business:	
Location of Work:	
Estimated Gross Receipts:	Total Tax Per Estimated Gross Receipts: (Business License Rate Table – Pg 2)

**Declaration: I declare that the foregoing statements are true, complete and correct to the best of my knowledge. I understand that approval from other departments may need to be obtained before my business license can be issued. I understand that I must notify the Office of the Commissioner of the Revenue if this business activity changes in any way or relocates.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

- Please complete, sign and date this form. Bring or mail it to the Commissioner of the Revenue's Office. (6602 Courts Dr. PO Box 155, Prince George, VA 23875)
- Make checks payable to Treasurer, Prince George County.
- Attach a copy of your Zoning Approval form from the Department of Community Development and Code Compliance (if applicable). Phone Number: (804) 722-8678
- Attach a copy of your receipt from the State Corporation Commission where you registered your Limited Liability Corporation, Corporation, and/or your assumed or fictitious business name.  
<https://www.scc.virginia.gov/>
- **Contractors:** Attach a copy of your DPOR state license, along with a completed Contractor's Certificate of Workers' Compensation Insurance form. For Virginia form #61A go to  
<https://workcomp.virginia.gov/forms/certificate-workers-compensation-insurance-form-61a>.
- Some businesses require different state licensure, health department inspection, police department registration, or business license inspection before a local license can be issued.
- For questions regarding business licenses and business classifications, please contact the office of the Commissioner of the Revenue at (804) 722-8740.

**BUSINESS LICENSE RATES**

**All new or relocated businesses within Prince George County must first obtain zoning approval from the Department of Community Development and Code Compliance. Their office can be contacted at (804) 722-8659.**

**GROSS RECEIPTS**

**\$1,000 TO \$25,000**

**\$25,001 TO \$50,000**

**ADMINISTRATIVE FEE**

**\$25.00**

**\$50.00**

**For Direct Sales – a license is not required until the gross receipts exceed \$4,000.**

**Administrative Fee does not apply if Gross Receipts exceed \$50,000.**

**Use the rates below if gross receipts exceed \$50,000:**

<b>Amusements:</b>	<b>\$.30 (cents) per hundred gross receipts</b>
<b>Builders and Developers:</b>	<b>\$.16 (cents) per hundred gross receipts</b>
<b>Business Service Occupations:</b>	<b>\$.20 (cents) per hundred gross receipts</b>
<b>Personal Service Occupations:</b>	<b>\$.20 (cents) per hundred gross receipts</b>
<b>Contractors and Contracting:</b>	<b>\$.16 (cents) per hundred gross receipts</b>
<b>Motels and Hotels:</b>	<b>\$.20 (cents) per hundred gross receipts</b>
<b>Repair Service Occupations:</b>	<b>\$.20 (cents) per hundred gross receipts</b>
<b>Retail Merchants:</b>	<b>\$.15 (cents) per hundred gross receipts</b>
<b>Professional, Specialized Occupations:</b>	<b>\$.20 (cents) per hundred gross receipts</b>

**Utility: One half of one percent of gross receipts / minimum license rate \$25.00, whichever is greater.**



**Prince George County  
Economic Development Department**

\*Pertaining only to Prince George County based businesses

1. **Business Name:** \_\_\_\_\_
2. **Please select the classification of your business:**
  - Amusement
  - Contractor
  - Itinerant Merchant
  - Peddler
  - Professional
  - Retail
  - Service
  - Utility
3. **Please provide the total projected employees:**
  - Full-time \_\_\_\_\_
  - Part-time \_\_\_\_\_
  - Temporary \_\_\_\_\_
4. **Please select the average salary for employees per hour:**
  - \$7.25-15.00
  - \$16.00-20.00
  - \$21.00-25.00
  - \$26.00-30.00
  - \$31.00 +
5. **Please give the total projected private investment this year:**
  - Total \$ \_\_\_\_\_
6. **Please provide the date the business was established or relocated in Prince George County:**
  - Month/Day/Year \_\_\_\_\_
7. **Does your company have more than one location?**
  - Yes
  - No
  - If yes, where? \_\_\_\_\_
8. **Point of contact for your business.**
  - Name and title \_\_\_\_\_
  - Email & Phone \_\_\_\_\_
  - Website \_\_\_\_\_
  - Address \_\_\_\_\_

For any questions, contact:  
The Economic Development and Tourism Department  
6602 Courts Drive, Third Floor Administration  
PO Box 68  
Prince George, VA 23875  
(804) 722-8611  
[econdev@princegeorgecountyva.gov](mailto:econdev@princegeorgecountyva.gov)

*Office Use Only:*

BPOL # \_\_\_\_\_