



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

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: _____

Total Tax per Estimated Gross Receipts: _____

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 Community Development and Code Compliance office 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

- Print, complete, sign and date this form. Bring or mail to Commissioner of the Revenue, 6602 Courts Drive, P. O. Box 155, Prince George, VA 23875.
- Attach a copy of the zoning approval form from the Department of Community Development and Code Compliance (if applicable). Phone Number: (804) 722-8659
- Attach a copy of your receipt from the Clerk's Office of the State Corporation Commission where you registered your assumed or fictitious business name (if applicable). For Form SCC59.1-70-BE, go to: <https://scc.virginia.gov/clk/files/scc591-70be.pdf>.
- A completed Contractor's Certificate of Workers' Compensation Insurance form must accompany all applications for a contractor's license. For Virginia form #61A go to http://www.vwc.state.va.us/forms_empl_mont.htm.
- Some businesses require a State license, Health Department inspection, building inspection or Police Department registration before a local license can be issued.
- For questions about this form or more information regarding business licenses and business classification call the office of the Commissioner of the Revenue at 804-722-8740 or visit our office on the first floor of the Administration Building located at 6602 Courts

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:

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

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
 - NoIf yes, where? _____
8. **Point of contact for your business.**
 - Name and title _____
 - Email & Phone _____
 - Website _____
 - Address _____

For any questions, contact:
Yoti Jabri
6602 Courts Drive, P.O. Box 68
Prince George, VA 23875
(804) 722-8609
yjabri@princegeorgecountyva.gov

Office Use Only:

BPOL # _____