

	<b>PROFESSIONAL BUSINESS ZONING APPROVAL FORM</b> <b>Department of Planning</b> 6602 Courts Drive, Prince George, VA 23875 Email: <a href="mailto:planning@princegeorgecountyva.gov">planning@princegeorgecountyva.gov</a> (804) 722-8678   <a href="http://www.princegeorgecountyva.gov">www.princegeorgecountyva.gov</a>	<b>OFFICE USE ONLY</b> APPLICATION #:  DATE SUBMITTED:
	<b>BUSINESS OWNER / APPLICANT INFORMATION</b> <i>(Please fill in all blanks)</i>	
	<b>BUSINESS NAME:</b>	

<b>BUSINESS NAME:</b>	
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<b>APPLICANT NAME(S):</b>	<b>PHONE #:</b>
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<b>BUSINESS ADDRESS IN THE COUNTY:</b> (STREET, CITY, ZIP CODE)
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<b>BUSINESS OWNER MAILING ADDRESS (IF DIFFERENT):</b> (STREET, CITY, STATE, ZIP CODE)
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<b>E-MAIL ADDRESS:</b>			
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<b>DESCRIBE BUSINESS / ACTIVITY TO BE CONDUCTED:</b>

<b>PROPERTY OWNER INFORMATION</b> <i>(Please fill in all blanks)</i>	
<b>NAME(S):</b>	<b>PHONE #:</b>

<b>MAILING ADDRESS:</b> (STREET, CITY, STATE, ZIP CODE)
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<b>E-MAIL ADDRESS:</b>			
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> </tr> </table>			

<b>BUSINESS OWNER / PROPERTY OWNER AGREEMENT (BOTH SIGN):</b> <i>I understand that my use / my tenant's use of the property is regulated by the Zoning Ordinance and other applicable local, state and federal codes. To the best of my knowledge and ability I will operate under these regulations and work with the county to maintain compliance, including seeking any required applications if I wish to change or expand my use of the property and/or structures upon it.</i>
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<b>BUSINESS OWNER'S SIGNATURE:</b>	<b>DATE:</b>
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<b>PROPERTY OWNER'S SIGNATURE:</b>	<b>DATE:</b>
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<b>ZONING:</b>	<b>TAX MAP:</b>	<b>SUBDIVISION/ DEVELOPMENT:</b>
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<b>BUILDING OFFICIAL REVIEW COMMENTS:</b> (USE CHANGE, ETC.)	<b>B.O. INITIALS:</b>
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<b>ZONING ORDINANCE REFERENCE(S):</b>	<b>ZONING REMARKS / CONDITIONS / CASE #:</b>

<b>ZONING APPROVAL SIGNATURE:</b>	<b>APPROVAL DATE:</b>	<b>AMT:</b>	<b>PAID: Y / NA</b>
			<b>DATE:</b>



## Prince George County Business License 3-Step Process for Approval

### Step 1: Record a Business Name

The Clerk's Office of the State Corporation Commission is the central filing office in Virginia for all certificates of assumed or fictitious name. A certificate of assumed or fictitious name must be prepared on a form prescribed by the Commission. For Form SCC59.1-70-BE, go to:  
<https://scc.virginia.gov/clk/files/scc591-70be.pdf> or visit <https://cis.scc.virginia.gov> to file online.

### Step 2: Obtain Zoning Approval

The Planning and Zoning Division must first issue zoning approval for all new business locations located within Prince George County. First visit or call the Planning and Zoning Division to complete either the Home Occupation Zoning Approval form or the Professional Business Zoning Approval form, prior to requesting your business license from the Commissioner of Revenue's Office in Step 3. If you are a tenant, make sure that the Property Owner has signed the Zoning Approval Form. There is a \$25 Fee for Professional Business Zoning Approval, while Home Occupation Zoning Approvals are free. Please call the Planning and Zoning Division at (804) 722-8678 for assistance with completing the forms if necessary. Completed forms may be emailed to [planning@princegeorgecountyva.gov](mailto:planning@princegeorgecountyva.gov).

### Step 3: Obtain Business License Approval

The office of the Commissioner of the Revenue issues business licenses and can assist you in completing the New Business License Application form. A contractor's license requires a valid State License (class A, B or C) and a Virginia Workers Compensation (VWC) form. Other businesses may also require a valid State License, approval from the Health Department, a site inspection, occupancy approval of an existing building, or registration with the Police Department before our office can issue a County license. Please call (804) 722-8740 for information about business license rates, business classifications, or general questions.

After completing the 3 steps above, a new business license can be issued in a matter of minutes!

### Business License Renewal

Business licenses may be renewed by mail after the initial start-up year. Renewal forms are mailed every January and your license must be renewed by March 1st each year to avoid penalty. If the business is moved to a different location in the County during the calendar year, the Department of Planning and Zoning requires that you complete another Home Occupation or Professional Business Zoning Approval Form prior to renewal of your business license. If the business ceases operation in Prince George County, you are required to notify the office of the Commissioner of the Revenue so that the license can be cancelled or deactivated.