



Lara M. S. Overy  
Commissioner

**COMMISSIONER OF THE REVENUE**  
P.O. Box 245, Williamsburg, Virginia 23187  
Phone (757) 220-6150  
www.williamsburgva.gov



## APPLICATION FOR BUSINESS, PROFESSIONAL, AND OCCUPATION LICENSE

**LEGAL BUSINESS NAME:** \_\_\_\_\_

**DBA/TRADE NAME\*:** \_\_\_\_\_

\*No person shall conduct or transact business in the Commonwealth under any assumed or fictitious name unless such person files in the office of the clerk of the Virginia State Corporation Commission a certificate of assumed or fictitious name. No business license application will be accepted by the Commissioner of the Revenue without a copy of the certificate of assumed or fictitious name (ref Code of Virginia §59.1-69 through 76).

**SSN or FEIN #:** \_\_\_\_\_ **VA SALES & USE TAX #:** \_\_\_\_\_

**TYPE OF OWNERSHIP:** \_\_\_ SOLE PROPRIETOR \_\_\_ LLC \_\_\_ CORPORATION \_\_\_ PARTNERSHIP \_\_\_ OTHER

**BUSINESS PHYSICAL ADDRESS:** \_\_\_\_\_

**BUSINESS MAILING ADDRESS** (if different from above): \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**OWNER, OFFICERS, OR OTHER RESPONSIBLE PARTY:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**DESCRIPTION OF BUSINESS** (Provide complete description of work performed/services provided): \_\_\_\_\_

**BUSINESS START DATE IN CITY OF WILLIAMSBURG:** \_\_\_\_\_

**ESTIMATED ANNUAL GROSS RECEIPTS\*** (start date through December 31): \_\_\_\_\_

\*For a new business, including a business newly located in the City of Williamsburg, the first two years of license tax is based on the business's reasonable estimate of expected gross receipts. This estimate will be corrected to actual in the second and third years, with either a credit or a supplemental billing. In the third year and every later year, the tax is based on prior year actual gross receipts.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION.**

ABC LICENSES			
	BEER (on and/or off premises)		BED AND BREAKFAST
	BEER AND WINE (on and/or off premises)		DAY SPA
	MIXED BEVERAGE – indicate seating capacity:		

**DECLARATION:** I declare that the statements and figures hereon are true, complete, and correct to the best of my knowledge and belief.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**COR OFFICE USE ONLY**

ISSUE DATE \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

**PLEASE READ PRIOR TO SUBMITTING FORM**

- The Williamsburg mailing address encompasses three localities: the City of Williamsburg, James City County and York County. You will need to confirm that your business or residence is/will be located within the city limits.
- For **IN CITY** businesses: Prior to submitting this application, you will need to submit either a HOME OCCUPATION or ZONING PERMIT application directly to the Zoning Administrator for approval.
- If you are operating a Corporation, LLC or similar entity in Virginia, it must be registered with the Virginia State Corporation Commission. Additionally, if you are using an assumed name, DBA ("doing business as") or T/A ("trading as") business name, a Certificate of Assumed or Fictitious Name must be filed with the State Corporation Commission. Copies of these documents must be submitted at the time of application.
- A local business license is a revenue, not a regulatory license. Depending on the trade or profession, a license may also be required from the Department of Occupational Regulation (DPOR), the Department of Health Professions (DHP), the Virginia Board of Medicine or other professional board. Businesses requiring a VA State License must follow all DPOR regulations and submit a copy of your valid VA license or a statement and notarized affidavit if not subject to licensure along with this form.
- A City of Williamsburg business license is not a substitute for the Virginia State License and does not relieve the licensee of the obligation to comply with the requirements and regulations of the Department of Health, Fire Department, Alcoholic Beverage Control Board, or any other applicable State or local agencies or City departments and must maintain in full force and affect all other applicable licenses and permits.
- Non-profit organizations conducting a business activity must submit a Supplement for Non-Profit Organizations form, in addition to a BPOL application.
- Additional information regarding specific requirements for short-term rentals (i.e. Airbnb) and food trucks is available on the City's website. [www.williamsburgva.gov](http://www.williamsburgva.gov)
- Businesses with Transient Occupancy or Prepared Food and Beverage tax requirements must file coupon and pay in full on or before the 20th day of the calendar month following the month being reported.
- Once a business has a license in the City of Williamsburg, it must be renewed each year on or before March 1st, or the account closed in writing. Non-filers are subject to administrative assessments.
- No business license shall be renewed until the applicant has paid all delinquent business license, personal property, meals, and transient occupancy taxes owed by the business to the City of Williamsburg.
- If any piece of your entity changes (i.e. name, address, phone, email, ownership, etc.), you must notify the Commissioner of the Revenue's office to keep record accurate, update new fictitious name with State Corporation Commission, if applicable, and contact DPOR, if applicable, within 30 days of your changes. These changes would also include:
  - **Closure of business in the City of Williamsburg.** Failure to notify the Commissioner of the Revenue's office of a closure or business that has moved out of the City of Williamsburg will result in unsolicited statutory assessments, penalties, and interest until notification is received.
  - **Business/trade has moved location within the City of Williamsburg.** In addition to notifying the Commissioner of the Revenue's office, a new zoning approval would be required.
- The business license tax is based on gross receipts of the business and is assessed at the following rates:

BUSINESS CATEGORY	RATE
Retail Sales	\$0.20 per \$100 of gross receipts
Other Services (i.e. Business, Personal or Repair Services)	\$0.36 per \$100 of gross receipts
Financial, Real Estate and Professional Services	\$0.58 per \$100 of gross receipts
Wholesale	\$0.05 per \$100 of purchases

Not all business categories are listed above; reference the *Code of the City of Williamsburg Section 18-336 through 380* for additional information.

- **NOTE: The minimum fee for the issuance of a business license is \$30.**
- In addition to the state alcoholic beverage license taxes provided for in the Code of Virginia, the City imposes license taxes on local wine and beer licensees and mixed beverages at the following rates:

BEER (on and/or off premises)	\$100.00	
BEER AND WINE (on and/or off premises)	\$150.00	
BED AND BREAKFAST LICENSE	\$40.00	
DAY SPA LICENSE	\$20.00	
MIXED BEVERAGE – based on seating capacity	Up to 100 persons	\$200.00
	>100 but <150 persons	\$350.00
	>150 persons	\$500.00

Not all alcohol beverage categories are listed above; reference the *Code of the City of Williamsburg Section 18-382 through 383* for additional information.

- Business, Professional, and Occupation License applications and supporting documents may be submitted by mail, in person, or emailed to [tflowers@williamsburgva.gov](mailto:tflowers@williamsburgva.gov).