



CITY OF RICHMOND
Department of Finance, Business License & Assessment Division
900 E. Broad St, Rm 103
Phone (804) 646-7000 Fax (804) 646-5848
www.rva.gov

Please provide documentation for each applicable box before a Business License can be processed.

- Filing of Certificate of Assumed Name & Partnership** (804) 646-6530
John Marshall Court Building (Clerk of the Circuit Court) \$ 10.00- \$12.50
400 North 9th Room 4—Lower Level
- LLC and Corporations- State Corporation Commission** (804) 371-9733
1300 East Main Street www.scc.virginia.gov
• If business is an LLC, please provide (Articles of Incorporation)
- Building Permits and Zoning** **REQUIRED** (804) 646-6340
900 E. Broad St, Rm 110
- Federal ID Number (IRS)** www.irs.gov 400 N. 8th St (**FREE**) (800) 829-4933
- Department of Professional & Occupational Regulation (DPOR)** (804) 367-8511
9960 Mayland Drive, Suite 400 www.dpor.virginia.gov
- Workers Compensation Letter of Acknowledgement** **REQUIRED** (877) 664-2566
<http://www.vwc.state.va.us/forms/certificate-workers-compensation-insurance-form-61a-online>
- Department of Public Safety Permits** (804) 646-4436
Richmond Police Department (Permits & Inspections Section)
200 WEST Grace Street Jerry.Baskette@richmondgov.com
- Virginia Department of Taxation State ID Number** (804) 367-8037
957 Westmoreland Street www.tax.virginia.gov
- Virginia Department of Health Professions** (804)367-4400
9960 Mayland Drive Suite 300 www.dhp.virginia.gov

Additional Requirements for Restaurants, Meal Merchants, Food Sellers, Etc.

- Virginia Agriculture and Consumer Services Department**
102 Governor St. www.vdacs.virginia.gov (804) 786-3520
- Health Permits (Environmental Health Division)** **REQUIRED** (804) 205-3912
400 E Cary St. www.vhd.virginia.gov
- Beer, Wine & Mixed Beverages Permits (Virginia ABC Board)** (804) 213-4400
2901 Hermitage Road www.abc.virginia.gov

❖ **If dancing will occur, a Dance Hall Permit is required (refer to Zoning Office)**



CITY OF RICHMOND
Department of Finance, Business License & Assessment Division
900 E. Broad St, Rm 103
Phone (804) 646-7000 Fax (804) 646-5848
www.rva.gov

ADDITIONAL NEW BUSINESS INFORMATION

- After your license has been established, a Business Tangible Personal Property Tax Account will be added, if applicable.
- Business Licenses are mailed on the 15th of each month by our third party vendor. Please allow an additional 7-10 business days from that date for you to receive the actual Business License. No business licenses will be printed or mailed after November 15th.
- Business License and Business Tangible Personal Property renewals must be filed on or before March 1st of each year. The forms will be mailed to you. If you have not received the forms, please visit our website www.rva.gov to download the blank forms.
- Business License Renewal payments must be received or postmarked on or before March 1st in order for the Business License to be processed.

Information Resources for a New Business

Minority Business Development www.richmondgov.com/MinorityBusinessDevelopment	(804) 646-5947
Virginia Dept. of Small Business & Supplier Diversity www.sbsd.virginia.gov	(804) 786-6585
U.S. Small Business Administration www.sba.gov/va	(804) 771-2400
Central Virginia Business & Construction Association www.cvbcra-rva.com	(804) 250-1048
Metropolitan Business League www.thembl.org	(804) 649-7473
Non-Profit Organization www.irs.gov/charities	(800) 829-4933