



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

All documentation for each applicable box must be provided before a Business License can be processed.

- Filing of Certificate of Assumed Name & Partnership, LLC, and Corporations- State Corporation Commission. If business is an LLC, please provide names of members (Articles of Incorporation)** **(804) 371-9733**
1300 East Main Street www.scc.virginia.gov
- Building Permits and Zoning** **REQUIRED** **(804) 646-6340**
900 E. Broad St, Rm 108
- 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 Alice.Snell@richmondgov.com
- Virginia Department of Taxation State ID Number** **(804) 367-8037**
1957 Westmoreland Street www.tax.virginia.gov
- Virginia Department of Health Professions** **(804) 367-4400**
9960 Mayland Drive Suite 300 www.dhp.virginia.gov
- Completed Signed Business License Questionnaire** **(804) 646-6662**
City of Richmond Business License and Tax Division

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

- Virginia Agriculture and Consumer Services Department** **(804) 786-3520**
102 Governor St. www.vdacs.virginia.gov
- 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)**



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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.RVA.gov/minority-business	(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