

**RICHMOND, VIRGINIA \* REVENUE ADMINISTRATION \* BUSINESS UNIT**

900 E. Broad St. Room 103 \* Richmond, VA 23219

Phone: 804-646-7000 (office)

311 Form Submission Link: [www.rva311.com](http://www.rva311.com)

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

OFFICE USE	
Bus. Acct #:	_____
BPP Acct #:	_____
ATOM Ref. #:	_____

**Business License Application Checklist**

**\* LICENSES MUST BE OBTAINED PRIOR TO BEGINNING BUSINESS.** A late payment penalty of 10% will be imposed if the license is not obtained within one month of the start of business.

**PLEASE PERFORM THE STEPS IN THE ORDER PRESENTED BELOW**

Initial Below	Requirement	Authority / Source:	Abrev.	Phone	Website
	<b>1 COMPLETED New Business License Application (answer all questions and sign) and ensure address is in the City of Richmond.</b>	Richmond Finance Revenue Division	RVA	804-646-7000	<a href="http://www.rva.gov/finance/bpol-tax">www.rva.gov/finance/bpol-tax</a>
	<b>2 FICTICIOUS TRADE NAME:</b> If you will be operating a business under an assumed or fictitious trade name, it must be registered with the SCC. Visit website and click on "Create New Business" then click on "Forms and Fees". Trade names which differ from the actual sole proprietor, partnership, LLC, or corporate name and must be recorded for a fee and accompany the form submission.	State Corporation Commission	VA SCC	804-371-9733	<a href="http://www.scc.virginia.gov">www.scc.virginia.gov</a>

	<b>3 RICHMOND BUSINESS LICENSE REQUIREMENTS:</b> Visit the Revenue Administration - Business Unit office in City Hall located at 900 E. Broad St., 1st Floor to obtain a business license and provide the following:				
<input type="checkbox"/>	<b>A If Non-profit org:</b> No license required but MUST register via city business license application and provide 501c3 status and copy of By-laws.		IRS	800-829-4933	<a href="http://www.irs.gov/charities">www.irs.gov/charities</a>
<input type="checkbox"/>	<b>B APPROVED ZONING CERTIFICATE:</b> Home Occupation or Commercial Building clearance for compliance with zoning and building code regulations.		RVA PDR	804-646-6340	<a href="http://www.rva.gov/planning-development-review">www.rva.gov/planning-development-review</a>
<input type="checkbox"/>	<b>C Payment</b> of business license fee or taxes due per year of application.		RVA	804-636-7000	<a href="http://www.rva.gov/finance/bpol-tax">www.rva.gov/finance/bpol-tax</a>
<input type="checkbox"/>	<b>D Employer ID Number</b> (FEIN) or SSN		IRS	800-829-4933	<a href="http://www.irs.gov">www.irs.gov</a>
<input type="checkbox"/>	<b>E If Sole Proprietor:</b> copy of picture identification		VADMV	804-497-7100	<a href="http://www.dmv.gov">www.dmv.gov</a>
<input type="checkbox"/>	<b>F If Partnership, LLC, or Corp.:</b> certificate copy of Articles of Incorporation/Organization with Member Names		VA SCC	804-371-9733	<a href="http://www.scc.virginia.gov">www.scc.virginia.gov</a>
<input type="checkbox"/>	<b>G If selling retail goods</b> (Sales & Use Tax applies): State Employer ID Number (SEIN)		VA TAX	804-367-8037	<a href="http://www.tax.virginia.gov">www.tax.virginia.gov</a>
<input type="checkbox"/>	<b>H If selling convenience items:</b> VDACS Certificate		VA DACS	804-786-3501	<a href="http://www.vdacs.virginia.gov">www.vdacs.virginia.gov</a>
<input type="checkbox"/>	<b>I If a professional certification is required</b> to do business (engineer, architect, legal, medical, home inspector, property manager, etc.)		VA DPOR	804-367-8500	<a href="http://www.dpor.virginia.gov">www.dpor.virginia.gov</a>
<input type="checkbox"/>	<b>J If you are a peddler merchant:</b> Merchant Liability Insurance listing City of Richmond as "co-insured" at \$300,000.	Your Insurance Provider			
<input type="checkbox"/>	<b>K If itinerant merchant for large gathering:</b> Application for Public Safety Permit		RVA DPS	804-646-4436	Richmond Dept of Public Safety
<input type="checkbox"/>	<b>L If dancing establishment:</b> Application for Richmond Dance Hall Permit		RVA PDR	804-646-6340	<a href="http://www.rva.gov/planning-development-review/online-permit-portal">www.rva.gov/planning-development-review/online-permit-portal</a>
<input type="checkbox"/>	<b>M If septic services:</b> Health Permit		VA DOH	804-367-4400	<a href="http://www.dhp.virginia.gov">www.dhp.virginia.gov</a>
<input type="checkbox"/>	<b>N If taxi, limo, or non-emergency transport:</b> DMV licensure of vehicle with "For Hire" tag #, Chauffeur license of driver		RVA DPS	804-646-4436	Richmond Dept of Public Safety
<input type="checkbox"/>	<b>O If bondsman:</b> Provide certification by State		VA DCJS		<a href="http://www.dcjs.virginia.gov/licensure-and-regulatory-affairs">www.dcjs.virginia.gov/licensure-and-regulatory-affairs</a>
<input type="checkbox"/>	<b>P If pawn service:</b> Proof of second hand dealers license		RVA DPS	804-646-4436	Richmond Dept of Public Safety

<b>In addition, GENERAL CONTRACTORS MUST PROVIDE the following:</b>					
<input type="checkbox"/>	<b>Q</b> Virginia State Contractor's License or exemption form		VA DPOR	804-367-8511	<a href="http://www.dpor.virginia.gov">www.dpor.virginia.gov</a>
<input type="checkbox"/>	<b>R</b> Contractor's Certificate of Worker's Compensation Insurance ( <b>Form 61A</b> )		VA WCC	804-205-3586	<a href="http://www.workcomp.virginia.gov">www.workcomp.virginia.gov</a>

<b>In addition, Restaurant, Meal Merchants, Food Sellers MUST PROVIDE the following:</b>					
<input type="checkbox"/>	<b>S</b> If selling prepared food or beverage: Health Permit		VA DOH	804-367-4400	<a href="http://www.dhp.virginia.gov">www.dhp.virginia.gov</a>
<input type="checkbox"/>	<b>T</b> If selling baked goods, Ice Cream, Shaved Ice, Dairy: VA DACS Certificate		VA DACS	804-786-3501	<a href="http://www.vdacs.virginia.gov">www.vdacs.virginia.gov</a>
<input type="checkbox"/>	<b>U</b> If selling Alcohol: Beer, Wine & Mixed Beverages Permit		VA ABC	804-213-4556	<a href="http://www.abc.virginia.gov">www.abc.virginia.gov</a>

<b>RVA FINANCE TAX REVENUE OFFICE USE ONLY: Finance Business License MUNIS Entry Requirements (Enter Initials or "N/A" for each item)</b>					
<input type="checkbox"/>	Removed Parcel ID (NO Bus Personal Property Taxation Required)	<input type="checkbox"/>		<input type="checkbox"/>	ATOM Account Added
<input type="checkbox"/>	Bus Personal Property Account Added	<input type="checkbox"/>		<input type="checkbox"/>	Sales Tax ID Added for Retail Sales
<input type="checkbox"/>	Richmond Dept of Public Safety	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Contacts Added for Names in LLC	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	DBA added to Customer Page	<input type="checkbox"/>		<input type="checkbox"/>	
Processed By: _____			Processed On: _____		

**CITY OF RICHMOND  
NEW BUSINESS LICENSE APPLICATION**

**Tax Yr: 2025**

MUNIS Bus. License Acct. #	Cert. of Occupancy #	BPP Acct. #	CAT	TYPE	Bus. Description
Type of Ownership:	<input type="checkbox"/> Individual <input type="checkbox"/> Corp. <input type="checkbox"/> Non profit (attach 501c3)	<input type="checkbox"/> Partnership <input type="checkbox"/> LLC			Est. Gross Receipts Tax Rate Amount Due
					.00 x \$ -
					Penalty Interest
<b>Total:</b>					\$ -

Name (sole-prop. or legal name): \_\_\_\_\_  
 Business Name (fictitious, dba): \_\_\_\_\_  
 Date Business Began In Richmond: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 SSN (sole proprietors only): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Business Physical Address: \_\_\_\_\_

Sales Tax ID: \_\_\_\_\_  
 FEIN: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell: \_\_\_\_\_

Customer Initials Below to Request:

I request consideration for the City's Economic Development Incentive Grant per City Code Sec. 26-874 that provides to qualifying new business' with actual gross receipts in excess of \$250,000 per year in the first two years of operation, a discounted rate of \$30 for the business license fee. I understand this approval will apply retroactively AFTER verification of actual gross receipts for the years of eligibility.

**LICENSED CONTRACTORS:**

DPOR No.

IF EXEMPT (state reason): \_\_\_\_\_

**MERCHANT OR RETAIL:**

State Tax ID (attach verification letter): \_\_\_\_\_ Peddler Vendor Application (attach): \_\_\_\_\_

**INCORPORATED OR LLC BUSINESS:**

Date of Incorporation/Organization: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 Primary Officers / Members Name / Title: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**ADMISSIONS, TRANSIENT OCCUPANCY, and MEALS/ FOOD/ BEVERAGE (ATOM):**

- 1 Admissions:** Is there a charge for entry? YES: \_\_\_\_\_ NO: \_\_\_\_\_
- 2 Transient Occupancy, Lodging, and/or Short-term Rentals:**  
 Are rooms rented on a less than monthly basis? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
 Are there more than 40 units available for occupancy? YES: \_\_\_\_\_ NO: \_\_\_\_\_
- 3 Meals, Prepared Food, and/or Beverage:**  
 Most food items prepared or sold by a restaurant, cafeteria, fast food chain, delicatessen, convenience store, caterer, food peddlers or vendors are subject to the food and beverage tax.  
 Are food items sold and served subject to prepared food and beverage tax? YES: \_\_\_\_\_ NO: \_\_\_\_\_

**TAX RATES & FEES:**

Gross Receipts equal to or less than \$4,999	\$0
Gross Receipts \$5,000 to \$249,999	\$30 flat rate
<b>Gross Receipts \$250,000 and above: (except business' subject to flat tax (City Code Sec. 845-866))</b>	
Professional	\$ .58 per \$100
Personal Services	\$.36 per \$100
Retail Merchants	\$.20 per \$100
Wholesale Merchant	\$.22 per \$100
Contractor	\$.19 per \$100
Peddler/Sidewalk Vendor	\$300 Flat Tax
Restaurant	\$.36 per \$100
Repair Services	\$.36 per \$100
Itinerant Merchant	\$500 Flat Tax
Beer & Wine	\$75 Flat Tax
Mixed Beverage Seating	1-100=\$200; 101-150=\$350; 151+ \$500

**SIGNATURE & ATTESTATION:**

I affirm that I am a legal resident of the United States. I verify the information provided on this application is true and correct to the best of my knowledge and behalf. I further understand that:

- This business license applies and is valid **ONLY AT THE LOCATION APPROVED** by Planning & Development Review (PDR).
- This business license **IS NOT PERMANENT** and expires on December 31st and must be renewed by March 1st annually or I will be in violation of the law and subjected to penalties and fines.
- This office must be notified in person or in writing of any **changes in business activities**, as this may require a change in the business license classification.
- If I **MOVE, CLOSE, or SELL** this business or change the ownership in any way, I must notify this office in person or in writing when the change occurs.
- I understand this license is **not transferrable between locations** and all location moves require a new zoning certificate.
- I understand I must file a list of items of **TANGIBLE BUSINESS PERSONAL PROPERTY (BPP)** owned on January 1st of each year with the City by March 1st annually. Failure to file this form will result in a statutory assessment.
- I understand my **responsibility to keep accurate records of GROSS RECEIPTS** and /or gross purchases and that a multi office business must provide records of actual business conducted by each office and actual fixed assets located in each office. These records must be available for review and audit upon request by the City.
- I understand it is the **responsibility of the business owner to learn the local, state and federal laws and regulations that apply to my business and that** this license is not valid if operations are not in compliance with these laws.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

For assistance completing this form, please contact: Phone: 804-646-7000 311 Submission Link: [www.rva311.com](http://www.rva311.com)

Finance Processor Name (print): \_\_\_\_\_ Processed On: \_\_\_\_\_