



For Immediate Release
February 24, 2016

Contact: Mary-Hope Vass, Public Information Officer
540.432.8931
MaryHope.Vass@HarrisonburgVA.gov

City Business Licenses Due Next Week

Harrisonburg, Va. – The city reminds business owners of the upcoming deadline for renewing business licenses.

The due date to renew and pay for a city business license is Tuesday, March 1. It is acceptable to have the documents postmarked on March 1. Businesses who have not received the renewal form should contact the Commissioner of the Revenue office.

All new business and professional operations must purchase a business license before commencing operation, which includes home based businesses. Licenses expire December 31 of each year and must be renewed by March 1 of the following year.

In order to obtain a business license in the city, there must be a definite place of business.

The cost of a business license depends upon the type of business and gross receipts. For more information on the cost, visit www.HarrisonburgVA.gov/business-license.

Business license applications are available [online](#) or by visiting the office of the Commissioner of the Revenue, which is located on the first floor of City Hall, 409 S. Main St.

The following information will be needed when applying for a business license:

- Tax identification number (SSN or FEIN)
- Home occupation permit (Contact: zoning administrator at 540-432-7700)
- Corporate charter (if applicable)
- Trade name registration \$10 fee (Contact: Circuit Court 540-564-3126)
- Permits if applicable (example: health department, fire department, etc.)
- Estimate of gross receipts through December 31

The office of the Commissioner of Revenue can be contacted for further information or questions at 540-432-7704 or by email at Debra.Kite@HarrisonburgVA.gov.

The City of Harrisonburg is centrally located in the Shenandoah Valley of Virginia. It is home to approximately 50,000 people. More information about the City of Harrisonburg is available [online](#).



###