



# CITY OF HARRISONBURG BUSINESS LICENSE APPLICATION

KAREN I. ROSE, MASTER COMMISSIONER OF THE REVENUE

409 S. MAIN ST - HARRISONBURG VA 22801-3610

(540) 432-7704 – FAX (540) 432-7781 – EMAIL: [STEPHANIE.FORBUS@HARRISONBURGVA.GOV](mailto:STEPHANIE.FORBUS@HARRISONBURGVA.GOV)

**TAX ID REQUIRED**

LEGAL ENTITY NAME(S)	
TRADE NAME:	
BUSINESS ADDRESS:	
CITY-STATE-ZIP CODE:	
CONTACT NAME:	
TYPE OF BUSINESS/PRO.	

IF ENTITY IS A SOLE-PROPRIETORSHIP (“SP”) OR A SINGLE MEMBER LLC, (“SM”) ENTER SSN OF THE SP OR SM HERE: \_\_\_\_\_

FEIN-(FOR CORP, S-CORP, LLC, PARTNERSHIP,ETC.): \_\_\_\_\_

EMAIL ADDRESS:	
BUSINESS PHONE NUMBER:	
MAILING/BILLING ADDRESS:	
CITY-STATE-ZIP CODE:	
CONTACT PHONE NUMBER:	
HARRISONBURG STARTING DATE:	

**IMPORTANT NOTE:** BOTH OF THESE QUESTIONS MUST BE ANSWERED TO COMPLETE THE APPLICATION

<input type="radio"/> YES	<input type="radio"/> NO	ARE THERE MOTOR FUEL STORAGE TANKS ON THIS PROPERTY
<input type="radio"/> YES	<input type="radio"/> NO	ARE THERE MOTOR FUEL DISPENSING PUMPS ON THIS PROPERTY

**IMPORTANT REMINDER:** PLEASE KEEP A SCHEDULE OF THE COST OF ALL BUSINESS EQUIPMENT PURCHASED DURING THE YEAR. YOU WILL BE REQUIRED TO PROVIDE THE ITEMIZED LIST WITH YOUR BUSINESS TANGIBLE PERSONAL PROPERTY RETURN.

FOR OFFICE USE ONLY: ZONED: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

PLEASE SELECT BUSINESS TYPE AND ESTIMATE OR DECLARE TOTAL GROSS RECEIPTS TO END OF YEAR

FOR OFFICE USE ONLY

**CHECK ALL THAT APPLY**

ESTIMATE GROSS RECEIPTS:

<input type="checkbox"/> RETAIL _____	_____	CODE: _____
<input type="checkbox"/> PROFESSIONAL OCCUPATIONS (GENERALLY REQUIRES LICENSURE BY THE STATE OF VIRGINIA. A COPY OF THE LICENSE REQUIRED.)	_____	CODE: _____
<input type="checkbox"/> CONTRACTOR/DEVELOPERS VA. CLASS: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C REGISTRATION # _____	_____	CODE: _____
***OUT-OF-TOWN CONTRACTOR, PLEASE PROVIDE JOB SITE LOCATION(S) _____		
<input type="checkbox"/> PERSONAL/BUSINESS SERVICE .....	_____	CODE: _____
<input type="checkbox"/> WHOLESALE MERCHANTS .....	_____	CODE: _____
<input type="checkbox"/> OTHER BUSINESS OR ADDITIONAL ACTIVITY (PLEASE ATTACH A DESCRIPTION OF THE ACTIVITY IN WHICH YOU PLAN TO ENGAGE)	_____	CODE: _____

FOR OFFICE USE ONLY

<b>RESTAURANT (ADDITIONAL FEES)</b> SELECT EACH OF THE PRODUCTS YOU INTEND TO SELL. <input type="checkbox"/> BEER <input type="checkbox"/> BEER/WINE IF YOU INTEND TO SELL MIXED BEVERAGES, PLEASE PROVIDE SEATING CAPACITY FOR YOUR RESTAURANT <input type="checkbox"/> MIXED BEVERAGES (ENTER SEATING CAPACITY):	\$ _____ _____ _____								
<b>***TRUST TAXES YOU MAY BE REQUIRED TO COLLECT***</b> BY APPLICATION OF YOUR INITIALS BY EACH TAX LISTED BELOW, YOU ACKNOWLEDGE THAT YOU UNDERSTAND THE REQUIREMENTS FOR THE COLLECTION AND REMITTANCE OF EACH INITIALED TAX.	<b>FOR OFFICE USE ONLY</b> (IF APPLICABLE) PENALTY \$ _____ (IF APPLICABLE) INTEREST \$ _____ TOTAL DUE \$ _____								
<table border="1"> <tr><td><input type="checkbox"/> MEALS TAX</td><td>INITIAL: _____</td></tr> <tr><td><input type="checkbox"/> ADMISSION TAX</td><td>INITIAL: _____</td></tr> <tr><td><input type="checkbox"/> SHORT-TERM RENTAL TAX</td><td>INITIAL: _____</td></tr> <tr><td><input type="checkbox"/> TRANSIENT OCCUPANCY TAX</td><td>INITIAL: _____</td></tr> </table>	<input type="checkbox"/> MEALS TAX	INITIAL: _____	<input type="checkbox"/> ADMISSION TAX	INITIAL: _____	<input type="checkbox"/> SHORT-TERM RENTAL TAX	INITIAL: _____	<input type="checkbox"/> TRANSIENT OCCUPANCY TAX	INITIAL: _____	
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<input type="checkbox"/> TRANSIENT OCCUPANCY TAX	INITIAL: _____								

THIS QUESTIONNAIRE MUST BE SENT TO THE COMMISSIONER OF THE REVENUE IN TIME FOR AN INVOICE TO BE ISSUED AND PAYMENT RECEIVED BY DUE DATE. IF RENEWING YOUR BUSINESS LICENSE, THE DUE DATE IS MARCH 1. IF A NEW BUSINESS, LICENSE MUST BE PAID PRIOR TO BEGINNING BUSINESS. 10% OF THE TAX DUE WILL BE CHARGED TO ALL LATE LICENSES.

I HEREBY SWEAR (OR AFFIRM) THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

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

# Business and Professional License

## General Information

All business and professional operations must obtain a business license before commencing operation in the City of Harrisonburg, including home-based businesses and internet-based businesses. Licenses expire December 31<sup>st</sup> of each year.

In order to obtain a Harrisonburg City Business License, you must have a definite place of business. A definite place of business is an office or location where a regular and continuous course of dealing occurs. In the City of Harrisonburg, zoning laws may prohibit your business from operating at certain locations, such as a residence. The Department of Community Development requires a Zoning and Building form to be completed and approved for all new non-home based businesses and a Home Occupancy Permit for home based businesses before a business license is issued.

Any person, partnership, limited liability partnership, limited liability company, or corporation using a name that does not identify the owner of the business must register a trade name with the **STATE CORPORATION COMMISSION**. Registering the name does not prevent your business name from being used by any other business. It is recorded to assist the public by providing information as to the person with whom the public will be dealing. There is a fee to register this name. Information regarding Fictitious Names can be found at <https://scc.virginia.gov/pages/Fictitious-Names> and forms and fee information at <https://www.scc.virginia.gov/pages/Forms-and-Fees>

## Cost of the Business License:

The cost of the business license is based upon your estimate of total gross receipts from the day the business opens to December 31<sup>st</sup> of the same year. If the estimate is less than \$10,000 the license will cost \$0. If the estimate is \$10,001-\$25,000 the license will cost \$25. If the estimate is \$25,001-\$100,000 the license will cost \$50.00. If, however, the estimate is greater than \$100,000, a rate will be applied to your estimate. There are different rates for different types of businesses as follows:

Contractors	\$0.16 per \$100 gross receipts
Retail	\$0.20 per \$100 gross receipts
Repair, Personal and Business Services	\$0.20 per \$100 gross receipts
Financial, Real Estate, and Professional Services	\$0.58 per \$100 gross receipts
Wholesale Businesses	\$30 for first \$1,000 plus \$0.17 per \$100 gross receipts above \$1,000 (\$100,000 threshold does not apply)
Circus	\$300 per day paid in advance by cash or money order
Carnival	\$150 per day paid in advance by cash or money order
Itinerant Merchant/Peddler	\$500 paid by cash or money order

Some types of businesses (such as contractors, restaurants, beauty and nail salons, health spas, etc.) require inspection/license from other agencies such as the Health Department or Fire Department, or from state agencies, such as the Virginia Department of Professional and Occupational Regulation before a City of Harrisonburg license can be issued.

**PLEASE BRING** with you or provide the following information and documents in addition to the completed Business License application to facilitate the process:

- ❖ **Tax identification number (SSN or FEIN on IRS SS-4)**
- ❖ **Home Occupation Permit (Contact Zoning personnel at 540-432-7700)**
- ❖ **Zoning & Building Form (Contact Zoning personnel at 540-432-7700)**
- ❖ **Fire Dept Inspection or form stating inspection is not needed. Call 540-432-7703 to ask for the Fire Marshalls**
- ❖ **Corporate Charter (applicable to Corporation, Limited Liability Company, Partnership and Limited Partnership)**
- ❖ **Trade Name Registration (Contact State Corporation Commission at 804-371-9733 or toll free in Virginia 1-866-722-2551)**
- ❖ **Permits, if applicable, i.e., health department, etc.**
- ❖ **Estimate of gross receipts through December 31<sup>st</sup>**
- ❖ **Contractor Workers Compensation Insurance Form 61-A (Applicable to Contractors the form can be found at: <http://www.vwc.state.va.us/forms/certificate-workers-compensation-insurance-form-61a> or completed online)**
- ❖ **State Sales Tax Identification Number (if applicable) <https://www.tax.virginia.gov/retail-sales-and-use-tax>**

## Building and Fire Code Requirements:

If your business is relocating to a different location within the City or if you are applying for your first business license, you should check with the Building Inspections Division of Community Development at 540-432-7700 or at City Hall, 409 S. Main St., 2<sup>nd</sup> Floor to inquire whether (a) the appropriate certificate of occupancy has been issued for the property and (b) whether building and/or trade permits, including but not limited to electrical, mechanical, and plumbing, are required before any renovation or construction work begins.