



County of Prince George, Virginia
Darlene M. Rowsey, Commissioner of the Revenue
PO Box 155 Prince George, VA 23875-0155
Tel.: (804) 722-8740 Fax: (804) 863-0529
www.princegeorgecountyva.gov

APPLICATION FOR NEW BUSINESS LICENSE

Federal I.D. or Soc. Sec. #: _____

E-Mail: _____ Fax #: _____

Name: _____

Trade Name: _____

Street Address of Business: _____

(No P.O. Boxes or Mail Drops) _____

Mailing Address: _____

Office Telephone Number: _____

Estimated Gross Receipts: _____

Total Tax per Estimated Gross Receipts: _____

Detailed Description of Business Activity: _____

Declaration of Taxpayer: I declare that the foregoing statements are true, complete and correct to the best of my knowledge. I understand that approval from Community Development and Code Compliance office must be obtained before my business license can be issued and that I have registered by assumed or fictitious business name with the Circuit Court Clerk's office in Prince George County (if applicable).

Signature _____ Printed Name _____ Date _____

INSTRUCTIONS FOR COMPLETING NEW BUSINESS LICENSE APPLICATION FORM

- Print, complete, sign and date this form. Bring or mail to Commissioner of the Revenue, 6602 Courts Drive, P. O. Box 155, Prince George, VA 23875.
- Attach a copy of the zoning approval form from the Department of Community Development and Code Compliance (if applicable). Phone 804-722-8659.
- Attach a copy of your receipt from the Circuit Court Clerk's office where you registered your assumed or fictitious business name (if applicable). Phone 804-733-2640.
- A completed Contractor's Certificate of Workers' Compensation Insurance form must accompany all applications for a contractor's license. For Virginia form #61A go to http://www.vwc.state.va.us/forms_empl_mont.htm.
- Some businesses require a State license, Health Department inspection, building inspection or Police Department registration before a local license can be issued.
- For questions about this form or more information regarding business licenses and business classification call the office of the Commissioner of the Revenue at 804-722-8740 or visit our office on the first floor of the Administration Building located at 6602 Courts Drive, Prince George, VA 23875.