



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](http://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](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.

## BUSINESS LICENSE RATES

**All new or relocated businesses within Prince George County must first obtain zoning approval from the Department of Community Development and Code Compliance. Their office can be contacted at (804) 722-8659.**

### GROSS RECEIPTS

**\$1,000 TO \$25,000**

**\$25,001 TO \$50,000**

### ADMINISTRATIVE FEE

**\$25.00**

**\$50.00**

**Administrative Fee does not apply if Gross Receipts exceed \$50,000.**

**Use the rates below if gross receipts exceed \$50,000:**

<b>Amusements:</b>	<b>\$.30 (cents) per hundred gross receipts</b>
<b>Builders and Developers:</b>	<b>\$.16 (cents) per hundred gross receipts</b>
<b>Business Service Occupations:</b>	<b>\$.20 (cents) per hundred gross receipts</b>
<b>Personal Service Occupations:</b>	<b>\$.20 (cents) per hundred gross receipts</b>
<b>Contractors and Contracting:</b>	<b>\$.16 (cents) per hundred gross receipts</b>
<b>Motels and Hotels:</b>	<b>\$.20 (cents) per hundred gross receipts</b>
<b>Repair Service Occupations:</b>	<b>\$.20 (cents) per hundred gross receipts</b>
<b>Retail Merchants:</b>	<b>\$.15 (cents) per hundred gross receipts</b>
<b>Professional, Specialized Occupations:</b>	<b>\$.20 (cents) per hundred gross receipts</b>

**Utility: One half of one percent of gross receipts / minimum license rate \$25.00, whichever is greater.**



**Prince George County  
Economic Development Department**

**Pertaining only to Prince George County based businesses**

**1. Please select the classification of your business:**

- Primary Sector (Extraction or Harvesting natural products from Earth)
- Secondary Sector (Food Processing, Manufacturing, Construction)
- Tertiary Sector (Retail, Service, or Financial)

**2. Please provide the total projected employees:**

Full-time \_\_\_\_\_  
Part-time \_\_\_\_\_  
Temporary \_\_\_\_\_

**3. Please select the average salary for employees per hour?**

- \$7.25-15.00
- \$16.00-20.00
- \$21.00-25.00
- \$26.00-30.00
- \$31.00 +

**4. Please give the total projected private investment this year:**

Total \$ \_\_\_\_\_

**5. Please provide the date the business was established or relocated in Prince George County:**

Month/Day/Year \_\_\_\_\_

**6. Does your company have more than one location?**

- Yes
  - No
- If yes, where? \_\_\_\_\_

**7. Point of contact for your business.**

Name and title \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

District (Circle): District One, District 2 or District 2 Puddledock

For any questions, contact:  
Yoti Jabri  
6602 Courts Drive, P.O. Box 68  
Prince George, VA 23875  
(804) 722-8609  
yjabri@princegeorgecountyva.gov

*Office Use Only:*

BPOL # \_\_\_\_\_