



## DUMFRIES, VIRGINIA

John Wilmer Porter Town Hall  
17755 Main Street  
Dumfries, VA 22026  
(703) 221-3400

## 2017 BUSINESS LICENSE APPLICATION REQUIREMENTS

[www.dumfriesva.gov](http://www.dumfriesva.gov)

### REQUIREMENTS TO BE ISSUED A BUSINESS LICENSE

#### APPLICATION AND PAYMENT

All businesses must submit a Business License Application to the town **prior to** the start of business.

For businesses renewing their license, application and payment in full is due on or before March 1. After March 1, include late filing penalty of 10% and daily interest calculated at a rate of 10% annum.

#### BUSINESS ENTITY AND BUSINESS OWNER

Corporation or LLC

- The applicant must provide a copy of business entity documents of record filed with the Virginia State Corporation Commission.

Partnerships

- The applicant must provide a copy of business entity documents of record filed with the Virginia State Corporation Commission.
- The applicant must certify that each named partner is lawfully authorized to be present and to work in the United States by checking the indicated block on the application and signing the application.

Sole Proprietorship

- The applicant must certify that he/she is lawfully authorized to be present and to work in the United States by checking the indicated block on the application and signing the application.

#### TRADE NAME REGISTRATION

The applicant must provide a copy of trade name or fictitious name filing from Prince William County Clerk of the Circuit Court if the applicant intends to conduct business under a name other than the owner's legal name.

#### ZONING AND OCCUPANCY APPROVAL

Commercial or other Non-Residential Location in the Town of Dumfries

- The applicant must provide a copy of final zoning and occupancy approval unless previously submitted and approved.

Residential Location in the Town of Dumfries

- The applicant must provide a copy of the Home Occupation Certificate unless previously submitted and approved.

#### PROFESSIONAL REGISTRATION

The applicant must provide a copy of state licensure for occupations regulated by the state for health and safety reasons or to enforce professional conduct.

#### OTHER REQUIREMENTS FOR CONTRACTORS

i) The applicant must provide a copy of their Virginia Contractor's License (Class A, B or C) for contractors who bid on or accept jobs of more than \$1,000.00. If your contracting business activity is not subject to licensure or certification by the Commonwealth of Virginia, State law requires that you submit a written statements, supported by an affidavit, describing why you are not subject to licensure or certification as a contractor or subcontractor.

ii) The applicant must complete a Contractor's Certification of Workers' Compensation Insurance.

iii) Contractors located in another jurisdiction but undertaking construction jobs in the Town of Dumfries of 30 days or less for any one job must provide a copy of the business license, if one is issued, from the jurisdiction in which the business is physically located.

#### BUSINESS START DATE

Enter the date you began your business at the Town of Dumfries location listed on the application. For contractors with no office location in the Town of Dumfries, enter the date you began doing work in the Town of Dumfries.

#### MISSING RETURNS AND/OR LICENSES

If applicable, the applicant **must** file and pay on all previously required business license taxes.

#### DELINQUENT TAXES

A license will not be issued if the applicant has delinquent real estate or business license taxes or if the applicant has failed to provide proof of filing for extension of filing taxes.



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Dumfries, Virginia 22026-2386  
703-221-3400

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Taxes current Yes No

date stamp

paid stamp

## 2017 BUSINESS LICENSE APPLICATION

**Business Name:** \_\_\_\_\_

All new license applicants must provide proof of trade/fictitious name registration (if different from Owner Name) from the Prince William County Clerk of the Circuit Court

**New Business**

**Renewal of License**

**Owner's Name:** \_\_\_\_\_

**Business Location/Address:** \_\_\_\_\_

All new license applicants must provide either a copy of your Certificate of Occupancy or Home Occupancy Permit

**Phone Number:** \_\_\_\_\_

**Name of Manager or** \_\_\_\_\_

**Other Local Representative for the Business**

**Mailing** \_\_\_\_\_

**Federal ID or SSN # :** \_\_\_\_\_

**Address:** \_\_\_\_\_

**VA Sales Tax Registration #:** \_\_\_\_\_

**Are you the Owner of the Property?** Yes No

If not, please provide the following:

**Prop. Owner's Name:** \_\_\_\_\_

**Prop. Owner's Address:** \_\_\_\_\_

**Prop. Owner's Phone Number:** \_\_\_\_\_

**Is this a Home Business:** Yes No

**Business Type:**

**Corporation** **LLC**

**Date Business**

**Began in Dumfries:** \_\_\_\_\_

Provide business entity registration with Virginia State Corporation Commission.

**Partnership** - All Partners are Legally Present in the United States

**Business Description:**

The applicant, in submitting this business license application on behalf of a partnership as business owner, hereby certifies that each and every partner is lawfully authorized to be present and to work in the United States pursuant to all applicable federal laws and regulations for the full duration of the license period covered by this application. For Limited Partnerships, you must provide proof that the business is registered with the VA State Corporation Commission.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sole Proprietorship** - Business Owner is Legally Present in the United States

The applicant, in submitting this business license application for themselves or on behalf of a sole proprietor as a business owner, hereby certifies that the sole proprietor is lawfully authorized to be present and to work in the United States pursuant to all applicable federal laws and regulations for the full duration of the license period covered by this application.

Company

Website: \_\_\_\_\_

Please provide email for contact purposes only:  
\_\_\_\_\_

### ADDITIONAL INFORMATION REQUIRED FOR REPAIR, REMOVAL, CONSTRUCTION, OR IMPROVEMENT CONTRACTORS

To be issued a license for a contractor/home improvement business, you must provide the license number and a copy of a valid Virginia Class A, B, or C Contractor's License issued in your business name by the Board for Contractors.

Virginia Contractor's License Number: \_\_\_\_\_ Class 'A' Class 'B' Class 'C'

All contractors must also complete a *Contractor's Certificate of Workers' Compensation Insurance*. Code of Virginia 58.1-3714 prohibits a county or town from issuing or reissuing a business license to a contractor who has not obtained or is not maintaining workers' compensation coverage for his employees if such coverage is required.

**I certify that I am in compliance with the provisions of the VA Workers Compensation Act & I will notify the Town of Dumfries if this coverage lapses during the period that this license is in effect. I hereby swear (or affirm) that the statements are true, full, and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Complete the following only if applicant is a Virginia-based contractor with a principal office in a jurisdiction other than the Town of Dumfries:

Virginia jurisdiction where principal office is located: \_\_\_\_\_ Does locality impose a local business license tax? Yes No

**Type of Business License Applying For:****Tax Rate:**

Repair, Personal or Business Services	\$30.00 or .135 per \$100.00, whichever is greater
Retail Sales	\$30.00 or .094 per \$100.00, whichever is greater
Financial, Real Estate, or Professional Services	\$30.00 or .22 per \$100.00, whichever is greater
Construction	\$30.00 or .069 per \$100.00, whichever is greater
Prime Government Contractor Receiving Identifiable Federal Appropriations for R&D as Defined in FAR 31.205-18(a)	\$100.00 or .03 per \$100.00, whichever is greater
Other (specify)	

**New Businesses:** Estimate of Gross Receipts: \_\_\_\_\_**Existing Businesses:** Previous Year's Gross Receipts: \_\_\_\_\_

Provide a copy of the most recent Schedule C or other comparable federal document showing the previous year's actual gross receipts. Licenses cannot be issued without back-up documentation verifying gross receipts for the previous year. If you are unable to provide the Schedule C or other comparable federal document at the time of application, you **MUST** submit it to the Town Treasurer as soon as it is filed.

Amount of License Tax for January 1 through December 31 is: \$ \_\_\_\_\_

**Return Application and Make Fee Payable to: Town of Dumfries - 17755 Main Street - Dumfries, VA 22026**

*I certify that the statements, figures, and amount stated as gross receipts from my business are true and correct and I have made no deductions except income on which I have paid business license tax to another city or county, for which I have proof of payment. I am familiar with the penalty provisions of the ordinance and grounds for license revocation, including making false or fraudulent statements in this application. I certify that the above business name is the same as reported on documents filed with State and Federal Governments. I understand my business income tax returns and other documents may be inspected to verify gross income or other business data.*

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date**Contact name and phone number for use by Town Police in case of an emergency at your business location:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**To avoid late penalty, renew your business license by March 1. Late penalty interest is calculated at 10% per annum on tax and penalty.**

The following information requested is for informational purposes only and is not required for your business license application to be processed.

Number of Employees of the Business Employed in the Town: \_\_\_\_\_

In the number of employees listed above, how many are Town residents? \_\_\_\_\_