

STEPS FOR COMPLETING BUSINESS LICENSE APPLICATION

It is suggested that you visit the offices in the order listed.

PART #1: Fill in all information in the top section of the form as accurate and detailed as possible. This information is needed for each office to appropriately review your application and provide information specific to the type and location of the business.

Part #2: **Step 1:** Visit the Planning & Zoning Office first, located on the third floor of the Municipal Building, 400 South Main Street. The zoning staff will determine if your chosen location is zoned appropriately for the business you plan to conduct and discuss various other requirements for sign, building, home occupation, etc. permits. The zoning administrator's approval and/or issuance of a permit are required before you can apply for a building permit from the Culpeper County Building Official. Fees may apply.

Step 2: The Building Official's Office, located at 302 North Main Street (rear entrance). The Building Official will review the building code requirements pertaining to the use category for your business. An inspection of the building or space you plan to occupy may be required.

Step 3: Go to the Commissioner of the Revenue at 151 North Main Street, for the county registration forms and/or county/town assessing forms. Be sure you have proof of your trade/fictitious name filing before visiting this office.

Step 4: If you will be preparing, selling, or serving food, operating a day care facility, or providing lodging, you may need to obtain a health permit from the Culpeper County Health Department, located at 640 Laurel Street, next to the hospital.

Step 5: If you will be preparing, selling, or serving food, you may need to obtain a FOG (Fats, Oils and Grease) permit from Environmental Services, located at 15038 Service Lane. Fees may apply.

Step 6: Contact the Town Treasurer's Office, located on the first floor of the Municipal Building, 400 South Main Street, for information on connecting utilities, real estate/personal property taxes, and trash disposal fees.

PART #3: Once you have received written approval from each office for each required step to operate your business in town, return this application to the Town Clerk's Office with your *estimated gross receipts figure* for each business classification your business requires. This figure is an estimate and should cover the portion of the current calendar year your business will be open (i.e., if you open on April 5, your gross receipts should be for the period of April 5 through December 31 of the current calendar year).

When your application is returned, you will be advised of your appropriate business license tax classification, tax rate, and cost of your business license(s). In order to expedite the issuance of your license(s) you may wish to leave a check in payment of the fees.

NOTICE TO BUSINESS OWNER:

This is NOT an all-inclusive list of requirements for operating a business. The business owner is responsible for complying with all laws and regulations associated with owning and operating a business, notifying the affected offices of any ownership or address change and if the office ceases to operate within the town limits.

TOWN OF CULPEPER

400 S. Main Street, Suite 105, Culpeper, VA 22701 ♦ 540-829-8240 ♦ 540-829-8249 Fax

APPLICATION FOR BUSINESS LICENSE

PART 1: FOR PERIOD BEGINNING _____, _____, 2020, **AND EXPIRING DECEMBER 31, 2020**

() Individual () Partnership () *Corporation () *Limited Liability Company
*Copy of Certificate Required

_____ APPLICANT OR BUSINESS NAME	_____ FEIN OR SSN
_____ TRADE NAME	_____ PHYSICAL BUSINESS ADDRESS* <i>*Change of Address Form is required if business relocates</i>
_____ MAILING ADDRESS	_____ TELEPHONE NUMBER
_____ CITY, STATE & ZIP CODE	_____ EMERGENCY CONTACT NAME & NUMBER

DESCRIPTION OF BUSINESS TO BE CONDUCTED AT ABOVE LOCATION:

PART 2

Approvals Received:

- PLANNING/ZONING** (400 S Main, Ste 301, 829-8260)
•Zoning, sign permit, use permit, home occupation, former use..... _____
- BUILDING OFFICIAL** (302 N Main Street, 727-3405)
•Mixed/change of use..... _____
- COMMISSIONER OF REVENUE** (151 N Main St, 727-3443)
•State and county tax forms..... _____
- COUNTY HEALTH DEPARTMENT** (640 Laurel Street, 829-7350)
•Health permit (if required)..... _____
- ENVIRONMENTAL SERVICES** (15038 Service Ln, 825-8671)
•FOG Permit (if required)..... _____
- TOWN TREASURER'S OFFICE** (400 S Main, Ste 109, 829-8220)
•Utility service, real estate/personal property taxes, trash disposal..... _____

PART 3: TO BE COMPLETED UPON RETURNING FORM TO CLERK'S OFFICE FOR PROCESSING

My estimated gross receipts for the category(ies) listed below through December 31 are: (separate figure for each category)

Contracting (\$.08/\$100)	\$ _____
Retail (\$.10/\$100)	\$ _____
Fin/Real Est/Prof. Serv. (\$.20/\$100)	\$ _____
Rep/Pers/Bus./Other Serv. (\$.14/\$100)	\$ _____
Wholesale (\$.04/\$100)	\$ _____
Public Service/Utility (0.4/1%)	\$ _____

These figures should be as close as possible to the gross (before expenses) revenue you expect the business to generate from the date you open through December 31 of the year you open.

OATH: I, the undersigned applicant, do swear (or affirm) that the foregoing figures and statements are true, full and correct to the best of my knowledge and belief and understand the owner is responsible for notifying the affected offices if the ownership or address changes or the business is discontinued.

SIGNATURE: _____ TITLE _____ DATE _____

PRINT NAME: _____ EMAIL ADDRESS: _____