



Application for 2026 Business – Professional Occupational License

Business Name _____

Owner _____ Individual ☐ Firm ☐

Business Physical Address _____

Business Mailing Address _____

Business Phone # _____ Business Fax # _____

Business Email _____

May we send license correspondence via email? Yes or No (Circle One)

Nature of Business / Professional Occupation: _____

Years in Business _____

Do you plan to change current signage or add new? _____

*If yes, please contact the Administrative Office for Permits at 540-921-0340

If you are a new business, what is the anticipated opening date? _____

For OFFICE USE ONLY

License Type _____

Gross Receipts Reported _____

Rate _____

Total Due _____

Date Paid _____

Signage Permit _____

Zoning Verification _____

1. Sale of Alcoholic Beverages

- ☐ Retail on-premises wine and beer license
- ☐ Retail off-premises wine and beer license
- ☐ Retail on-premises beer license

2. Coin- Operated Machines

There is a license tax on the gross receipts of ALL coin-operated machines.

Gross receipts in 2025 from coin-operated machines which provides amusement or recreation.

Gross Receipts in 2025 from coin-operated machines which vend goods, wares, or merchandise of any nature. _____.

Note: Retail merchants are not required to report the gross receipts from coin-operated machines in this section if these gross receipts are included in their reported gross sales under Section 6.

3. Contractors

Contracting for building, electrical work, painting, plumbing, paving and other contracting.

Note: Must submit a copy of liability insurance certificate.

State Contractor's Registration License # _____ If not required, please check ☐

Gross receipts in 2025 _____

Estimated Gross Receipts in 2026 if not in business in 2025

4. Professional, Financial, Real Estate Services

Professionals - Attorney, Certified Public Accountant, Dentist, Practitioner of the Healing Arts, Surgeon.

Financial Services – Consumer Financing, Installment Financing, Mortgage Companies

Real Estate Services - Appraisers, Lessors and Rental Agents for Real Estate Owners, Operators and Lessors of Building or Mobile Home Sites, Real Estate Agents, Brokers, Managers and Selling Agents.

Gross Receipts in 2025 _____

Estimated Gross Receipts in 2026 if not in business in 2025

5. Repair, Personal, Business and Other Services

Amusements, Barber Shops, Beauty Parlors, Billiard Parlors, Photography, Funeral Homes, Motels, Janitorial Services, Laundries, Dry Cleaning, Theaters, Shoe Repair Shops, Taxies, Auto Repair Shop.

Gross Receipts in 2025 _____

Estimated Gross Receipts in 2026 if not in business in 2025

6. Retail Sales

Gross receipts in 2025 _____

Estimated Gross Receipts in 2026 if not in business in 2025

7. Wholesale Merchant

A. Purchase plus merchandise manufactured and sold or offered for sale in 2025 at place of business which was not place of manufacture if in business all year.

B. Estimated purchases in 2026 including goods manufactured by applicant and received for sale at place of business which was not place of manufacture if not in business in 2025.

8. Food Truck Vendors

Code of Virginia § 58.1-3715.1. License requirements for mobile food units

"Mobile food unit" means a restaurant that is mounted on wheels and readily moveable from place to place at all times during operation. (Itinerant Merchant)

9. Miscellaneous (Check one or more if applicable)

- ☐ Carnival, Circus, Show, Etc.
- ☐ Fortune Teller, Clairvoyant, Etc.
- ☐ Itinerant Merchant (Mobile)
- ☐ Peddler, Generally
- ☐ Peddler to Dealers or Retailers

“I CERTIFY THAT THE FOREGOING STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE”.

DATE

SIGNATURE OF APPLICANT

PRINTED APPLICANT’S NAME