2026 Business License Application

- ❑ Renewal Application
- ❑ New Business
- ❑ Ceased Operations as of: ___________

Town of Round Hill
P.O. Box 36
23 Main St.
Round Hill, VA 20142
540-338-7878

DUE: Renewals due on or before March 16, 2026 **NOTE: Late filings are subject to 10% penalty fees**

1. BUSINESS INFORMATION

Legal Name	
Trade/DBA Name	
Mailing Address	
Physical Address	

Is this a Lease? ❑ YES ❑ NO If Yes, Landlord: ______________________ Phone: ___________

Type of Business		SSN# or FEIN#	

2. BUSINESS OWNER INFORMATION

Owner's Name	
Phone #	
Email Address	

Type of Ownership: ❑ Sole Proprietor ❑ Partnership ❑ LLC ❑ Corporation ❑ Other

Home-Based Business? ❑ YES ❑ NO Home Occupation Permit? ❑ Attached ❑ On File ❑ N/A

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3. CERTIFICATION: I hereby certify that the statements and figures herein given are true, full, and correct to the best of my knowledge.

____ ______________________

Signature of Business Owner **Date**

4. Tax Calculation
(SEE INSTRUCTIONS ON NEXT PAGE)

1.	Ordinance Section	
2.	2025 Actual Gross Receipts	
3.	Tax Rate	
4.	Tax Amount	
5.	Penalty (with Interest)	
6.	Total Amount Due	

ALL DELINQUENT BUSINESS LICENSES & PERSONAL PROPERTY TAXES MUST BE PAID BEFORE A LICENSE CAN BE ISSUED.

FOR FINANCE DEPARTMENT USE ONLY

Received on: ____________________ License No. _____________

Amount Paid: $____________________ Check No. _____________

Ordinance Section: _______________ PP Taxes Paid: ❑ YES ❑ NO

Tax Calculation Verified By: ____

______________________________________ _____________

Treasurer Signature Date

FOR ZONING DEPARTMENT USE ONLY (FOR NEW APPLICATIONS)

Zoning Approval: This applicant has received an approved Zoning Permit to operate this business in the Town of Round Hill.

____ ______________________

Zoning Administrator Signature Date

Fee paid: $_______ Zoning District: ___________ Occupancy Permit: ________ Change of Use: ___________

Town of Round Hill Business, Professional, and Occupational License Tax
License Categories and Tax Rate Schedule

The following schedule is used to compute the Town of Round Hill Business, Professional, and Occupational License Tax. Please refer to Chapter 21 – Taxation & Licenses (Generally) of the Town Code for more information.

Ordinance Section	Minimum Fee (Up to $25K)	Tax Rate per $100 of Gross Receipts ($25K and above)
21.21 Amusements	$500 per event	
21.23 Business Service Occupations	$30.00	0.24
21.24 Personal Service Occupations	$30.00	0.24
21.25 Contractors and Contracting (Principal Office in Town of Round Hill)	$30.00	0.16
21.25 Contractors and Contracting (Principal Office Outside Town of Round Hill)	$0.00	0.16
21.26 Hotels, Motels, etc.	$30.00	0.24
21.27 Professionals, Specialized Occupations and Businesses	$30.00	0.24
21.28 Rental by Owner	$30.00	0.16
21.29 Repair Service Occupations	$30.00	0.16
21.30 Retail Merchants	$30.00	0.16
21.32 Wholesale Merchants	$30.00	0.05
21.34 Money Lending	$30.00	0.16
21.36 Merchants Placing Vending Machines	$50 per machine	
21.37 Fortune Tellers, Solicitors, etc.	$500 annually	
21.39.1 Restaurants	$30.00	0.24
21.39.2 Rental Company	$30.00	0.16
21.39.3 Vendors/Craftsmen selling at limited community events	$10.00 per day	

CONTRACTORS: **All Contractors must provide the following**:
1) Workers Comp form VWC-61A.
2) Copy of valid Virginia contractor's license.
3) A list of all subcontractors (business name, address, phone number, and contact name/email).

Contractor Receipts should be reported as follows:

- **Principal Office in Town of Round Hill**: Taxes are calculated on 2025 gross receipts for work done in the Town of Round Hill and all other jurisdictions where a license fee is not charged.

- **Principal Office Outside the Town of Round Hill**: There is no fee for annual gross receipts less than $25,000 for work performed in the Town of Round Hill corporate limits, if paid in the contractor's principal place of business in Virginia; however, contractors are still required to obtain a business license with the Town. If receipts exceed $25,000 for work performed in the Town of Round Hill corporate limits, then taxes are calculated on gross receipts for work done in the Town.

- **Multi-Year Projects**: For license purposes, contractors should provide estimated gross receipts for each year of the project. An adjustment calculation will be made during the last year of the project.

MERCHANTS: Deduct sales/use tax and gasoline tax when reporting gross receipts.

WHOLESALERS: Use gross purchases in the space provided for gross receipts.