



APPLICATION FOR BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE
NEW BUSINESS

ACCOUNT ID # _____

Town of Bowling Green, 117 Butler St., Bowling Green, VA 22427

804-633-6212

Date Business began/will begin: _____

Federal ID (FIN or EIN): _____

Trade Name of Business: _____

Social Security# (SSN): _____

Corporate Name: _____

Virginia Sales Tax #: _____

Owner(s) or Corporate President Name: _____

Business Street Address: _____

City, State, Zip Code: _____

Business Mailing Address: _____

City, State, Zip Code: _____

The Town of Bowling Green requires all new businesses to send a copy of proof of active State Corporation Commission (SCC) registration. A license will not be issued until we have received these forms.

Please complete the worksheet below to determine your estimated tax for a Town of Bowling Green Business License.

A. Flat fee license (new business only; \$30.00 flat fee) (from the date the business began in Bowling Green to December 31 of prior year)	_____
B. TOTAL TO BE PAID TO TOWN OF BOWLING GREEN	_____
C. Town Contractors are taxed per job amount at the rate of .15/100	_____

***HOME OCCUPATION PERMIT:** A Home Occupation Permit is required in addition to a Business License to operate a business in your home.

Complete and sign on back

Bowling Green Business Professional and Occupational License Questionnaire

1. Trade Name of Business:		
2. What kind of Entity is this Business? (check all that apply)		
☐ Individual	☐ Limited Partnership	☐ Home-based
☐ General Partnership	☐ Corporation	☐ Limited Liability Company
		☐ Non-Profit Organization
3. Corporate / Partnership / LLC Name Registered with the State Corporation Commission:		
4. Business' Bowling Green Street Address:		
Business' Website: 		
Name and Title of Person responsible for filing this application: 		
 (Title)	Phone Number: 	Date of Birth: (Name)
Email Address: 		
5. <i>If you rent the business premises</i> , provide the name and address of landlord.		
Amount of Annual Rent: \$ Square Footage of rented space: 		
6. Number of Full-Time Employees at this Location: Number of Part-Time Employees: 		
7. Home address and phone <i>if different</i> from Business Location (For Individual Business Only)		
8. Name and Title of person who completed this Questionnaire:		
Phone Number: Email Address: 		
9. Provide a detailed description of business activity conducted within the Town and the appropriate NAICS Code:		
		NAICS Code:
10. Contractors, Builders & Developers, please submit a copy of your Workers' Compensation acknowledgment of compliance.		
State License #: Expiration Date: 		

THIS APPLICATION IS FOR BUSINESSES STARTING IN THE TOWN OF BOWLING GREEN, VIRGINIA ON JANUARY 1 THROUGH DECEMBER 31. Business license renewal forms are mailed around the end of January. Renewal applications are due March 1. Failure to receive forms does not relieve the taxpayer of the obligation to file on time.

I declare that the statements herein are true to the best of my knowledge and

belief. Signature of Owner or Authorized Representative: _____

Date:



Town of Bowling Green, Virginia

117 Butler Street ♦ P.O. Box 468

Bowling Green, VA 22427

Business, Professional & Occupational License Rate Schedule

- In Town Contractors: \$25,000 or more, 0.15 cents per \$100
- Out of Town Contractors: 0.15 cents per \$100 per job
- Wholesalers: 0.05 cents per \$100
- Carnivals: \$100 per day flat rate
- Itinerant Vendors: \$500 per year flat rate
- Savings/Loans: \$50 per year flat rate
- Home Occupations: \$4,000 or more, 0.15 cents per \$100
- Utility Businesses: 0.05 cents per \$100
- Coin Operated/Amusement Machines: \$20 per machine flat
 - \$200 max amount per year
- Car Dealers: 0.15 per \$100
- Cab Companies: 30 per year flat
- Retail/Restaurants: 0.15 per \$100
- Anything not listed: 0.15 per \$100