Petersburg, Virginia
Brittany C. Flowers
COMMISSIONER OF THE REVENUE
135 N Union St Petersburg VA 23803
Phone: 804-733-2315
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COMMISSIONER'S OFFICE USE ONLY

- ☐ Zoning
- ☐ Fictitious Name
- ☐ SCC Certificate
- ☐ Sales Tax Certificate
- ☐ Health Certificate
- ☐ Workers Comp Cert.
- ☐ Contractor License.
- ☐ Tradesman License
- ☐ Contractors Affidavit
- ☐ Other

Initials _____ Issued ☐

Account #:

Tax Year:

CITY OF PETERSBURG

Application for City Business, Professional and Merchants License

FEIN / SSN # _____

Name/Owner _____

Trade Name _____

Mailing Address _____

_____

Business Address _____

_____

Telephone # _____

E-mail Address _____

Shaded area is FOR OFFICE USE ONLY		
Date Filed	Date Processed	Payment Amount
		$
Start Date:		
TYPE OF ENTITY		
SOLE PROPRIETOR		☐
PARTNERSHIP		☐
CORPORATION		☐
LLC		☐

Description of Business: _____ **Initial**: _____

Sales Tax Registration # *(Retail Merchants Only)* _____

CONTRACTORS: State Board # _____
(license copy must be attached)

Important: Contractors MUST attach a list of **subcontractors** AND a list of **deductions taken** for work in other localities.

Type of License* (see OATH below)	Code & Rate	Estimated Gross Receipts Jan 1 – Dec 31	Total Tax or Fee

It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)

OATH: * By submitting this Assessment, I the undersigned do swear or affirm under penalty of perjury that (1) I agree with the description of the "Type of License" and understand the limits of this Business License, (2) I must notify the office of the Commissioner of the Revenue if this business activity changes in any way or relocates, (3) the figures and statements herein are true, complete, and correct to the best of my knowledge and belief, and (4) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign, (5) Furthermore, it is the applicant's responsibility to confirm with the City's Planning Department that the location listed above is properly zoned for the licensable activities being conducted there.

_____ _____ _____
Signature of person who is authorized and filed | Print Name and Title | Date

NOTICE OF RIGHT OF APPEAL AND PROCEDURES

Any person assessed with a local license tax as a result of an appealable event has the right to file an administrative appeal of the assessment. The appeal must be: (1) filed within one year from the last day of the tax year for which such assessment is made, or within one year from the date of the appealable event, whichever is later, and (2) sent to—City of Petersburg Commissioner of the Revenue, 135 N Union St. Petersburg, VA 23803. For more info, including specific appeal procedures, required content, etc., go to www.petersburgva.gov or VA Code § 58.1-3703.1 *et seq.*