



STATE CORPORATION COMMISSION (SCC)

When you're starting a new business, you will need to determine the business structure that's right for you.

Structures include:

- Sole Proprietor
- Business Trust Corporation
- General Partnership
- Limited Liability Company (LLC)
- Limited Partnership.

The State Corporation Commission's business hours are from 8:15 a.m. to 5 p.m. For general information, call 804-371-9967, 804-371-9733 or at 1-800-552-7945.

The Commissioner of the Revenue's office takes pride in offering excellent, timely, and effective customer service. Our citizens, taxpayers, and business owners are our #1 priority, as you are the most important part of our business, and we take pride in making sure our citizens, taxpayers, and business owners are satisfied and taken care of when leaving our office.

To legally operate your business in the City of Petersburg, you will need to maintain a valid Business License and fulfill all associated tax obligations. The process of acquiring a Business License begins and ends in the Commissioner of the Revenue office.

The Commissioner of the Revenue staff strives to improve every opportunity to make business life here in the City of Petersburg a smooth process. Please feel free to provide any feedback to make your experience better and don't hesitate to contact our office for any questions regarding the business process and/or city taxes.

OUR STAFF:

Brittany C. Flowers
Commissioner of the Revenue

Monica Gholson	Chief Deputy
Lakia Brooks	Business License Inspector
Linda Scott	Deputy III
Charlotte Randolph	Deputy IV
Jamila Owens	Deputy Clerk I

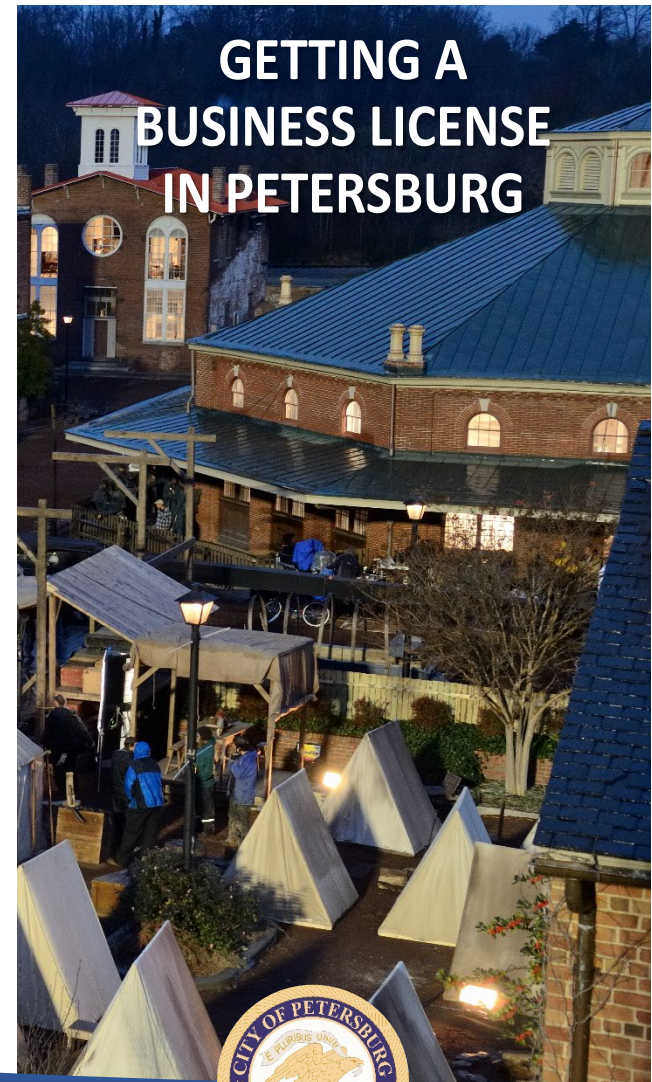
HOURS OF OPERATION:

Monday-Friday, 8:30am-5pm.
144 N Sycamore St
Petersburg, VA 23803
(804) 733-2315

If you have any questions or concerns, please do not hesitate to contact our office at the information above. For additional information you may access our website at: www.petersburgva.gov

Thank you again for operating your business in the City of Petersburg. Best of Luck with your Business!!!

The Honorable Commissioner of the Revenue
Brittany C. Flowers
bflowers@petersburg-va.org



Commissioner of the Revenue
144 N Sycamore St
Petersburg, VA 23803
(804) 733-2315

"WE AT THE COMMISSIONER OF REVENUE'S OFFICE WOULD LIKE TO WELCOME YOUR BUSINESS TO THE CITY OF PETERSBURG. WE ARE EXCITED THAT YOU CHOSE TO OPERATE YOUR BUSINESS IN OUR GREAT CITY AND WE WISH YOU NOTHING BUT PROSPERITY AND SUCCESS."

Brittany C. Flowers
Commissioner of the Revenue



*** FOR ALL APPLICANTS***

5-STEP BUSINESS LICENSE PROCESS

STEP 1

Billing & Collections
144 N. Sycamore St. (804) 733-2349

STEP 2

Planning & Community Development (Zoning)
133 N. Union St. 3rd Floor (804) 733-2308

STEP 3

Fire Marshal *Will Need to Schedule an Appointment*
Commercial-1151 Ft Bross Dr (804) 733-2328
Residential-1340 E Washington St 804-733-2409

STEP 4

Health Department (If Applicable)
301 Halifax Street (804) 863-1652

STEP 5

Commissioner of the Revenue
144 N. Sycamore St. (804) 733-2315

Prior to the issuance of a license to do business in the City of Petersburg, the steps listed herein must be completed.

- Issuance of a business license does not relieve business operators of the responsibility of obtaining all other licenses and permits required by law, ordinances, or regulations.
- A business license does not authorize any construction activity or structural changes to buildings or structures, regulated by the Uniform Statewide Building Code. You must consult with the Code Compliance Office (804) 733-2409 for permit requirements.
- All departments listed on the Business License Action Form are governed by both City of Petersburg ordinances and the State Code of Virginia.

OPERATING A BUSINESS

Businesses must obtain and maintain a valid Business License.

Home-based businesses require a Home Occupation Permit from the Planning and Zoning Department.

OTHER POSSIBLE DOCUMENTS NEEDED

- Trade Name Certificate – Register with the State Corporation Commission (SCC), see the State Corporation Commission section for more details.
- SCC Certification (such as LLC) – If applicable, please see the SCC section for more details.
- Professional Certification – Certification for a specific area that REQUIRES State Certification, see examples section for more details.
- Federal ID Number/EIN – if applicable, contact the IRS 1-800-829-4933 EXT 1.

KEY INFORMATION

Sale of Alcoholic Beverages – provide copy of State ABC License – 1-800-552-3200.

Sale of Food – Copy of Local Health Permit, 1-804-863-1652, Complete the Commissioner of the Revenue meals tax form.

Sale of Cigarettes – State License to Sell, Complete the Commissioner of the Revenue registration form.



Fees

The Minimum business license is \$50.00 for gross receipts \$50,000 or less. Businesses with gross receipts \$50,000 and more will pay at the tax rate of the business type. The Rate list is included in the new business license folder and renewal packet.