

# Business License Application

City of Staunton, Virginia

Maggie Ragon

Commissioner of the Revenue

Please mail/fax  
application to:

P.O. Box 4  
Staunton, VA 24402-  
0004

Questions?

Call: (540) 332-3829

<b>Applicant Information</b>		Date:
Trade Name:		
Corporate Name:		
Contact Name:	SSN/FEIN:	
Mailing Address:		
City, State, Zip:		
<b>Note:</b> If you are operating a business from your home, you must obtain a Home Occupancy Permit from Planning and Inspection before a Business License can be issued. Please call (540) 332-3862 for more information.		

Business Location:	
Local Telephone:	Corporate Telephone:
Fax:	Email:

Business Type		(check one)
Sole Proprietor:	<input type="checkbox"/>	<b>Attn. Sole Proprietors &amp; Partnerships:</b> All fictitious names must be registered at Staunton Courthouse (113 E. Beverley Street). Please provide receipt of registration. <b>Note:</b> For LLC & Inc. please
Partnership:	<input type="checkbox"/>	
LLC:	<input type="checkbox"/>	
Incorporated:	<input type="checkbox"/>	
S-Corp:	<input type="checkbox"/>	

For Contractors Only
VA State Contractor Number:
Expiration Date:
Class A, B, or C:
<b>Attention Out-of-town Contractors:</b> A license with the City of Staunton is only required if you gross more than \$25,000 in a calendar year within the city limits, or do not hold a paid license in another jurisdiction.

**See back for Business License Classifications**

Description of Business:
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License Classification:
Multiply Estimate of Gross Receipts by the tax rate for the Classification for the amount of Business License Tax
Estimate of Gross Receipts from start of business to the end of this calendar year: \$
Total Business License Tax Due: \$

I, hereby, declare that the information submitted on this application is true, full, and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Should there be any questions or additional information needed,  
the Commissioner of Revenue's office will contact the name listed above.

<b>For Office Use Only</b>
Date Processed: _____ Account Rep.: _____ Account Number: _____

## Business License Classifications and Rates

### City of Staunton, Virginia

<b>Business Classification</b>	<b>Gross Receipts</b>	<b>Rate</b>
<b>Contractor:</b> (must hold a valid Virginia Contractor's License – A, B, C)	\$0–18,750	Minimum \$30
	Over \$18,750	\$0.16 per \$100 of gross receipts (.0016)
<b>Retail:</b>	\$0–15,000	Minimum \$30
	Over \$15,000	\$0.20 per \$100 of gross receipts (.0020)
<b>Professional:</b> (State licensed, i.e. – Real Estate Agent, Doctor)	\$0–7,500	Minimum \$30
	Over \$7,500	\$0.40 per \$100 of gross receipts (.0040)
<b>Business Service:</b> (Repair & Maintenance)	\$0–8,333	Minimum \$30
	Over \$8,333	\$0.36 per \$100 of gross receipts (.0036)
<b>Short Term Rental:</b>	All Receipts	\$0.20 per \$100 of gross receipts (.0020)
<b>Direct Seller:</b>	Under \$4,000	No Fee License
	Over \$4,000	\$0.20 per \$100 of gross receipts (.0020)
<b>Wholesale Merchant:</b>	\$0–10,000	\$100
	\$10,001–50,000	\$100 + \$0.50 per \$100 over \$10,001
	\$50,001 and up	\$100 + \$0.12 per \$100 over \$50,001
<b>ABC</b> <span style="float: right;">(prorated for months open)</span>		
Beer On Premises		\$100
Beer Off Premises		\$100
Beer and Wine On Premises		\$150
Beer and Wine Off Premises		\$150
Mixed Beverages, Seating Capacity of 0-100		\$200
Mixed Beverages, Seating Capacity of 101-150		\$350
Mixed Beverages, Seating Capacity of 151 & more		\$500
Day Spa		\$20
Bed and Breakfast Establishment		\$40
Gourmet Brewing Shop		\$150
Mixed Beverage Caterer's		\$500