



## NEW BUSINESS LICENSE APPLICATION

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<b>TYPE OF OWNERSHIP:</b>				<b>TAX YEAR</b>	
<input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> OTHER					
<b>TYPE OF BUSINESS:</b>					
<input type="checkbox"/> CONTRACTOR/.0012		<input type="checkbox"/> RETAIL SALES/.0015		<input type="checkbox"/> REPAIRS, PERSONAL, BUSINESS & OTHER SERVICES / .0027	
<input type="checkbox"/> WHOLESALE/.0004		<input type="checkbox"/> UTILITY / .0042		<input type="checkbox"/> FINANCIAL, REAL ESTATE & PROFESSIONAL SERVICE / .0044	
<input type="checkbox"/> HANDYMAN/.0012 HANDYMAN AFFIDAVIT REQUIRED			<input type="checkbox"/> EXEMPT: ATTACH PROOF OF TAX EXEMPT STATUS		<input type="checkbox"/> CHILDCARE/.0027
<b>BUSINESS INFORMATION:</b>					
BUSINESS/OWNER NAME: (ENTER NAME AS FILED WITH STATE CORPORATION COMMISSION IF CORP OR LLC)					
FED ID (EIN)		SSN# (SOLE PROPRIETOR OR PARTNERSHIP)		SSN# (SOLE PROPRIETOR OR PARTNERSHIP)	
TRADE NAME:					
MAILING ADDRESS:			CITY	STATE	ZIP
PHYSICAL ADDRESS:			CITY	STATE	ZIP
CONTACT NAME			PHONE		
FAX		EMAIL		WEBSITE	
START DATE		DESCRIPTION OF BUSINESS:			SALES TAX REGISTRATION #
VIRGINIA STATE SALES TAX REGISTRATION #- WHEN REPORTING SALES TAX EACH MONTH TO THE DEPARTMENT OF TAXATION USE NEW KENT COUNTY'S LOCALITY CODE <b>51127</b> . THIS INFORMATION IS USED TO ALLOCATE LOCAL SALES REVENUE TO THE PHYSICAL LOCATION OF YOUR BUSINESS					
VA CONTRACTORS, ARCHITECT OR ENGINEER LICENSE:				EXPIRATION	
<b>ESTIMATED GROSS RECEIPTS</b>				<b>RATE</b>	<b>TAX DUE</b>
\$				X	\$
<b>GROSS UNDER \$10,000= \$0 TAX DUE – GROSS OVER \$10,000 MINIMUM LICENSE \$30.00</b>					
I, THE UNDERSIGNED APPLICANT DO SWEAR (OR AFFIRM), THAT THE FOREGOING FIGURED AND STATEMENTS ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I UNDERSTAND THE LIMITS OF THIS LICENSE.					
_____ <b>AUTHORIZED SIGNATURE AND TITLE</b>				_____ <b>DATE</b>	
OFFICE USE ONLY		GPIN		ZONING PERMIT: CZ-	
LLC/FICTICIOUS NAME CERTIFICATE:			CONTRACTOR CERTIFICATION		WORKMANS COMP:
Y	N	NA	Y	N	NA
I, the Commissioner of Revenue of the County of New Kent, Virginia, do find the foregoing application in due form. Therefore, pursuant to the License Tax Ordinance of the county of New Kent, Virginia, this license is severally granted to the above-named applicant to prosecute the business, employment or profession covered by the foregoing application as indicated hereon, at the above-named definite location for the period indicated. This license, however, shall not be valid or have any legal effect unless and until the taxes (penalties and interest) prescribed by said ordinance are paid to the treasurer of New Kent County, and does not permit the license to prosecute any business, profession or occupation in violation of any New Kent County Ordinance, State or Federal law.					
_____ Signature of Commissioner of the Revenue, Deputy or other designated official					
Business License _____		Payment Amount Received _____		Payment Method _____	

## NEW BUSINESS FORM CHECKLIST

<b>NEW BUSINESS LICENSE APPLICATION</b>	Completed business license application
<b>CERTIFICATION OF ZONING</b>	APPROVAL REQUIRED - All new businesses with a physical location in New Kent County require Planning approval.
<b>CERTIFICATE OF ASSUMED OR FICTITIOUS NAME</b>	Applicant must register trade/assumed name with the State Corporation Commission if business name is different from applicant's legal name. Proof required <a href="https://www.scc.virginia.gov/pages/Forms-and-Fees">https://www.scc.virginia.gov/pages/Forms-and-Fees</a>
<b>CERTIFICATION OF WORKMAN'S COMPENSATION</b>	CONTRACTORS ONLY : Copy of Acknowledgment of Compliance from the Virginia Workers' Compensation Commission Insurance Department <a href="https://webfile.workcomp.virginia.gov/portal/vwc-portal/Form61A">https://webfile.workcomp.virginia.gov/portal/vwc-portal/Form61A</a> ) <b>NO EXCEPTIONS.</b> Do not send copies of insurance certificates.
<b>CONTRACTOR, ENGINEER &amp; ARCHITECT AFFIDAVIT</b>	Contractors, Engineers, Architects Only; VA CODES 54.1-1111 & 54.1-410.1

**FOR DETAILED INFORMATION, SEE THE LICENSE TAX ORDINANCE OF THE NEW KENT COUNTY CODE 66, ARTICLE VI BUSINESS LICENSE TAXES**

### DEFINITIONS

- GROSS RECEIPTS:** The whole, entire, total receipts, without deduction, except as provided by law. For the purpose of this license is based on the calendar year, January 1 through December 31.
- CONTRACTOR:** Code of Virginia § 54.1-1100, a "Contractor" is any person, that for a fixed price, commission, fee or percentage undertakes to bid upon, or accepts, or offers to accept, orders or contracts for performing, managing, or superintending in whole or in part, the construction, removal, repair or improvement of any building or structure permanently annexed to real property owned, controlled, or leased by him or another person or any other improvements to such real property... "improvement" shall include (i) remediation, cleanup, or containment of premises to remove contaminants or (ii) site work necessary to make certain real property usable for human occupancy according to the guidelines established pursuant to § 32.1-11.7.
- HANDYMAN:** is not licensed by the Virginia Board for Contractors. Cannot obtain building permits, accept over \$1,000 for any single project, perform electrical, plumbing, irrigation or HVAC work or use a trade name that suggests performance thereof. **Handyman affidavit required.**
- RETAIL SALE:** Sale of goods, wares and merchandise for use or consumption by purchaser for any purpose other than resale by the purchaser, but does not include sales at wholesale to institutional, commercial and industrial users which are classified as wholesale sales.
- WHOLESALE:** Sale of goods, wares and merchandise for resale by the purchaser, including sales when the goods, wares or merchandise will be incorporated into goods for sale, and also includes sales to institutional, commercial, industrial and governmental users which because of the facts and circumstances surrounding the sales, such as quantity, price or other terms, indicate that they are consistent with the sales at wholesale.
- SERVICE:** Things purchased by a customer which do not have physical characteristics, or which are not goods, wares, or merchandise. Child care is classified as a service. However, they must declare.
- FINANCIAL SERVICE:** The buying, selling, handling, managing, and investing regarding money, credit, securities or other investments for others as well as providing advice to others on such matters.
- REAL ESTATE SERVICE:** Providing a service for others with respect to the purchase, sale, lease, rental or appraisal of real property.
- PROFESSIONAL SERVICE:** The service performed by architects, attorneys-at-law, certified public accountants, dentists, engineers, land surveyors, surgeons, veterinarians, and practitioners of the healing arts (the arts and sciences dealing with the prevention, diagnosis, treatment and cure or alleviation of human physical or mental ailments, conditions, diseases, pain or infirmities) and such occupation as listed in the BPOL guidelines. The word "profession" implies attainments in the professional knowledge as distinguished from mere skill, and the application of knowledge to use for others rather than for personal profit.