



Guidelines for Business License Applicants

- 1. Application for Business, Professional and Occupational License:** All businesses must complete and return by mail or in person – no faxed, scanned, or emailed applications accepted. Original ink signature only.
- 2. Certificate of Business under an Assumed Name:** If a business operates under a name other than the owner's name or the corporate/LLC name, that assumed name must be registered with the Clerk of the Williamsburg-James City County Circuit Court. This form must be typed; signature notarized; then registered at the Williamsburg-James City Clerk of Court (\$15 fee). After registering the form, include one stamped copy with your business license application package. We cannot register the form at the Courthouse for you.
- 3. Application for Home Occupation:** Every business without a fixed commercial or professional location must complete and return this form with the business license application package. **Do not include payment if you are submitting this form.**
- 4. SCC Registration:** If you are operating a corporation, LLC, or similar entity in Virginia, it must be registered with the Virginia State Corporation Commission (804-371-9733). Enclose a copy of your SCC registration with your business license application package.
- 5. Prepared Food and Beverage Tax Registration:** All restaurants, stores, caterers, mobile food units, and any other vender of prepared food and beverage must complete and return this form with the business license application package.
- 6. Transient Occupancy Tax Registration:** All hotels, motels, campgrounds, vacation homes, and any other business providing short-term lodging must complete and return this form with the business license application package.
- 7. Contractors:** see "[Contractor's Business License Application Checklist](#)" for guidelines specific to Virginia class A, B or C contractors.
- 8. Handyman:** See "[Handyman's Business License Application Checklist](#)."
- 9. Estimated Gross Receipts:** Provide a reasonable estimate for the current calendar year. If after November 30, provide estimated gross receipts for the *next* calendar year. Estimate should be as close to actual as possible. Unreasonably low estimates are subject to correction plus 10% penalty.
- 10. Food Trucks and Trailers:** See "[Business License Application Instructions for Mobile Food Unit Vendors](#)."
- 11. Sole Proprietors and Partners:** Must apply in person and present government-issued identification (driver's license, passport, military ID, etc).
- 12. Partnerships:** All members of a partnership must appear in person at 101-B Mounts Bay Rd., and provide proof of identity to apply for a business license. All partnerships must provide a copy of their [IRS Federal ID Number \(FEIN\)](#) registration letter. Members must notify this office immediately of any changes in membership status.
- 13. Payment:** You will be billed based on your estimated gross receipts and occupational category; see "[Business Taxes and Fees](#)" webpage for details.
- 14. Nonrefundable Minimum Fee:** All business license applications are subject to minimum, nonrefundable \$30 or \$50 fee.

Note: All business forms are available in PDF form at: <http://www.jamescitycountyva.gov/456/Forms>