

TOWN OF WARRENTON

PO BOX 341 | 21 Main Street
 WARRENTON, VIRGINIA 20188 | 20186
<http://www.warrentonva.gov>
 Taxes@warrentonva.gov or
 Permittech@warrentonva.gov
 (540) 347-1101 or 540-347-2405

LICENSE YEAR
JULY 1- JUNE 30

Business License Permit

Permit # _____ Account #: _____

A 10% penalty is imposed if filed after March 1st; also a 10% penalty is imposed if paid after June 30th for
 RENEWALS ONLY.

NATURE OF BUSINESS

Describe Business: _____
 Check one (if applicable) New Business Relocation S.I.C.: _____
 Date business began in Town: _____ Termination Date if no longer in business: _____

APPLICANT INFORMATION

Name: _____ Business Name: _____
 Mailing Address: _____
 Telephone: _____ Email: _____

PROPERTY INFORMATION FOR NEW BUSINESS OR NEW BUSINESS LOCATION

Tenant Address/Suite: _____
 Property ID: _____ Property Address: _____
 Property Owner: _____ Owner Phone: _____
 Size of space for use (square feet): _____ Owner Email: _____

APPLICANT'S SIGNATURE (sign and continue to second page of application)

OATH: I, the undersigned applicant, do swear (or affirm) that the forgoing information is true and correct to the best of my knowledge. (Contractors only: I further certify that I am in compliance with the provisions of Chapter 8, Title 65.2 of the Code of Virginia relating to Worker's Compensation Insurance.)

Signature/Date	Print Name/Title
FOR OFFICIAL USE ONLY: Zoning	
APPROVED	Permit #
DENIED	Permit #
Date Received:	Zoning District:
Notes/Restrictions: Per Attached Govesense Permit	
	Fee Due: \$ _____
	Date Paid: _____
Zoning Administrator Signature & Date	

FOR OFFICIAL USE ONLY: Inspections				
Caller's Name & Number	Inspection Date	CSR	Inspection: Pass Fail	Fee Due: \$ _____ Date Paid: _____

FINANCE DEPARTMENT – Additional Applicant Information

FEIN or SSN: _____ VA State Contractor #: _____ NAICS Code: _____
 Legal Status: Individual Partnership Corporation LLC Other: _____

FOR CORPORATIONS & LLC ONLY

State of Incorporation: _____ Date of Charter if VA Corporation: _____
 Registered Agent's Name: _____ Telephone: _____
 Address: _____

Statement of Gross Receipts (Refer to Item 6: Definitions)

Builders and Developers report gross expenditures; Wholesale Merchants & Wholesale Peddlers report gross purchases.

If NO LONGER IN BUSINESS, ENTER TERMINATION DATE (MM/DD/YYYY)			
Out of Town Contractors who wish to maintain an active license, check here (\$30 fee)			
Line 1	A. License Renewal Gross receipts for the prior calendar year. If not in business for a full calendar year go to line 2.		\$
Line 2	Enter actual gross receipts, then estimate a full year's activity. Year (20)	<u>Actual Gross</u> \$	<u>Full Year Estimate</u> \$
Line 3	B. INITIAL LICENSE (For new businesses and existing contractors executing new contacts in the Town of Warrenton) Estimate gross receipts from the start of your business to the end of this license year.		\$

FOR OFFICIAL USE ONLY: Finance		Account #:
Notes:	Date Received:	
	Processed:	
	Fee Due: \$ _____	Date Paid: _____

IMPORTANT INFORMATION

- 1 **Who Must File:** Any individual, partnership, corporation, LLC, or others engaged in any business, profession, or occupation in the Town of Warrenton.
- 2 **When to file:** License applications are due on or before March 1 each year. New businesses are required to have a license when beginning business. All delinquent Business License and Personal Property Tax must be paid before a license can be issued.
- 3 **Where to file:** Completed forms should be delivered or mailed to the Town of Warrenton, PO. Box 341, Warrenton, VA. 20188-0341 or delivered to 21 Main Street, Warrenton, VA 20186.
- 4 **When to pay:** You will receive a bill from the Finance Department due on or before June 30. A 10% penalty is imposed if paid after June 30.
- 5 If mailing address is a post office box number or other than your actual business location, please fill in the business address location (911 address).
- 6 **For renewals:** check all preprinted information for accuracy and completeness. Correct where necessary. Supplying the Social Security Number/Federal Employee Identification Number (SSN/FEIN) is voluntary.
- 7 **DEFINITION:** This License is based on a statement of the gross receipts or income, calculated on a cash or accrual basis, whichever method is employed for Federal or State tax purposes. The term "Gross Receipts" shall include the gross receipts from all sales or services rendered or activities conducted within the Town, both to persons within the Town and to persons outside the Town, provided, however, that the term "Gross Receipts" shall not include dues collected by trade, business, professional services, or civic associations. You may exclude any sales, excise, or gasoline tax levied by the Federal or State government.
- 8 **SPECIAL NOTE TO CONTRACTORS:** All contractors doing business in the Town of Warrenton are required to have a Town License. **EXCEPTION:** If situs is in another County or Town in the state of Virginia, and are licensed by their hometown or County, they are not required to have a Town of Warrenton license, unless gross receipts exceed \$25,000.
- 9 **For Businesses involved in more than one license category:** You may elect to report total gross receipts and have receipts taxed at the highest applicable rate, or you may identify gross receipts by license category. Please attached a separate spreadsheet providing a breakout of the categories and amounts of gross receipts.

TAX RATES (BASED ON GROSS RECEIPTS)	
License Tax is the greater of \$30.00 or the tax calculated on gross receipts	
Listing of all Business classes – Chapter 9, Article II of the Code of the Town of Warrenton	
Category	Rate of Tax on Gross Receipts
Amusements, Vending Machine Operators*, Retail Merchant	\$0.10/\$100
Builders-Developers, Contractors	\$0.085/\$100
Business Services, Personal Services, Repair Services	\$0.1683/\$100
Professional, Real Estate Services, Financial Services	\$0.2678/\$100
Personal Service Corporations	½ of 1% of GR
Wholesale Merchants	\$0.0425/\$100
SPECIAL LICENSE TAX PROVISION (In addition to gross receipts tax due above)	
*Vending Machine Operators	\$200 plus \$0.10 per \$100
Beer – Wholesale	\$75.00
Wine – Wholesale	\$50.00
Retail Beer & Wine On-Premises - Hotel, Restaurant or Club	\$37.50
Retail Beer & Wine Off-Premises	\$37.50
Retail Beer On-Premises Wine - Hotel, Restaurant or Club	\$25.00
Retail Beer Off-Premises	\$25.00
* Retail Merchants and Other Classified businesses who pay a license tax based on their gross receipts may include sales of their merchandise through coin operated vending machines owned by them and located on their premises.	

For questions regarding this application, please contact the Finance Department at (540) 347-1101 or the Community Development Department at (540) 347-2405. Office hours are Monday through Friday 8:30 am – 4:30 pm.

You will receive a bill from the Finance Department for the amount due. Please pay full amount due by June 30.