

FEDERAL ID OR SSN

COMMISSIONER OF THE REVENUE

201 JAMES AVENUE, P. O. BOX 3401  
COLONIAL HEIGHTS, VA 23834-9001  
(804) 520-9280 FAX (804) 520-9250

PLEASE CHECK

Individual \_\_\_\_\_  
Corporation \_\_\_\_\_  
Partnership \_\_\_\_\_

APPLICATION FOR 2020 CITY BUSINESS LICENSE

Please fill in ALL blanks pertaining to your business. Return to this office no later than FEBRUARY 15, 2020 if you would like to be billed. Payment must be received by March 1, 2020.

Date began business in Colonial Heights \_\_\_\_\_ Type of Business \_\_\_\_\_

If you were in business for all of 2019, Gross receipts as shown by applicant's records \$ \_\_\_\_\_

If you began business after January 1, 2019 and prior to January 1, 2020: Gross Receipts for 2019 \$ \_\_\_\_\_

Estimated Gross Receipts for 2020 \$ \_\_\_\_\_

If you opened for business on or after January 1, 2020, Estimate Gross receipts for 2020 \$ \_\_\_\_\_

Itinerant Merchant - \$500 Annual Fee. Limitation of 30 consecutive days. Dates of Operation \_\_\_\_\_

Wholesale Merchant

If you were in business for all of 2019, Gross purchases as shown by applicant's records \$ \_\_\_\_\_

If you began business after January 1, 2019 and prior to January 1, 2020; Gross purchases for 2019 \$ \_\_\_\_\_

If you began business on or after January 1, 2020, Estimated purchases for 2020 \$ \_\_\_\_\_

**BEER/WINE:** On premise \$50 \_\_\_\_\_ Off premise \$50 \_\_\_\_\_ On&Off premise \$60 \_\_\_\_\_ Tobacco Sales \$5 \_\_\_\_\_

**MIXED BEVERAGES:** Seating Capacity: 50-100 \_\_\_\_\_ \$200 101-150 \_\_\_\_\_ \$350 151 + \_\_\_\_\_ \$500

**CONTRACTORS:** Please provide a copy of your VA Contractors Board License, Form 61-A or WC Certificate.

Gross Contract in Colonial Heights \$ \_\_\_\_\_ Job Location \_\_\_\_\_

Printed Name of Applicant/Owner/Agent \_\_\_\_\_

Mailing Address for Business \_\_\_\_\_

Printed Business Name \_\_\_\_\_

Colonial Heights Business Location \_\_\_\_\_

Applicant Phone \_\_\_\_\_ Business Location Phone \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

BUSINESS LICENSES ARE PAYABLE BY **MARCH 1, 2020**, EVEN IF NO BILL IS RECEIVED. LICENSES NOT PAID **BY MARCH 1** WILL INCUR A 10% PENALTY PLUS INTEREST AT THE CURRENT RATE ON EACH SEPARATE CLASS OF LICENSE.

**ALL BUSINESSES OPERATING UNDER AN ESTIMATED LICENSE (LESS THAN 2 YEARS), PLEASE CALL THE COMMISSIONER OF THE REVENUE OFFICE FOR THE EXACT AMOUNT DUE PRIOR TO MAILING A CHECK. \$30.00 MINIMUM LICENSE AMOUNT CHECKS SHOULD BE MADE PAYABLE TO: CITY OF COLONIAL HEIGHTS**

**RATE PER \$100: .20 RETAIL .15 CONTRACTORS .35 SERVICE .57 PROFESSIONAL .57 REAL ESTATE**