

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  
cor@colonialheightsva.gov

PLEASE CHECK

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

APPLICATION FOR 2026 CITY BUSINESS LICENSE

Please fill in ALL blanks pertaining to your business. If you have a 2025 BL, this form and payment must reach us no later than March 1, 2026. New businesses must submit and make payment prior to opening.

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

If you were in business for all of 2025, Gross receipts as shown by applicant's records \$ \_\_\_\_\_

If you began business after January 1, 2025 and prior to January 1, 2026: Gross Receipts for 2025 \$ \_\_\_\_\_

Estimated Gross Receipts for 2026 \$ \_\_\_\_\_

If you opened for business on or after January 1, 2026, Estimate Gross receipts for 2026 \$ \_\_\_\_\_

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

**Wholesale Merchant**

If you were in business for all of 2025, Gross purchases as shown by applicant's records \$ \_\_\_\_\_

If you began business after January 1, 2025 and prior to January 1, 2026; Gross purchases for 2025 \$ \_\_\_\_\_

If you began business on or after January 1, 2026, Estimated purchases for 2026 \$ \_\_\_\_\_

**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 \_\_\_\_\_ email \_\_\_\_\_

BUSINESS LICENSES ARE PAYABLE BY **MARCH 1, 2026**, 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**

**PER \$100: .20 RETAIL .15 CONTRACTORS .35 PERSONAL SERVICES .57 PROFESSIONAL SERVICES .57 REAL ESTATE .05 WHOLESALE**