

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