

ALL TAXES MUST BE PAID IN FULL BEFORE ISSUANCE OF  
A BUSINESS LICENSE

Acct# \_\_\_\_\_



COUNTY OF KING & QUEEN  
KELLY N LUMPKIN  
COMMISSIONER OF THE REVENUE  
PO BOX 178  
KING & QUEEN COURTHOUSE VA 23085  
(804)785-5976(office)/(804)785-5880(fax)

**ATTENTION: All Contractors must submit Form 61A (Certificate of Worker's Compensation Insurance) or Acknowledgement of Compliance before a business license will be issued by our office. Business License Approval could take up to one week.**

YEAR \_\_\_\_\_

**KING & QUEEN COUNTY BUSINESS LICENSE APPLICATION**

**ALL APPLICATIONS SUBJECT TO APPROVAL BY ZONING OFFICE**

**MAKE CHECKS PAYABLE TO: TREASURER, KING AND QUEEN COUNTY**

**BUSINESS LICENSE TAX \$50.00 ~DUE BY MARCH 1ST**

Trade Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business (Physical) Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Date Business in K&Q begins: \_\_\_\_\_

Federal EIN: \_\_\_\_\_ SSN: \_\_\_\_\_

Business Type: Individual \_\_\_ Partnership \_\_\_ Corporation \_\_\_ LLC \_\_\_

**Registered with SCC: Y or N (circle one) Entity ID#: \_\_\_\_\_**

Detailed Description of ALL Proposed Business Activities: \_\_\_\_\_

(EXAMPLE: CONTRACTOR-Painting; REPAIR —Auto;CONSULTANT-Computer; RETAIL-Beauty Products)

State Contractor License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**FOR BUSINESSES LOCATED WITHIN KING AND QUEEN COUNTY:**

Tax Map # \_\_\_\_\_ Property Use \_\_\_\_\_

**Will you have Merchant Capital/Inventory? YES NO**

**Will you have Business Equip, Machinery and Tools or Farm Machinery? YES NO**

Is this a Home Business/Occupation: \_\_\_ Yes/ \_\_\_ No Total Number of Employees: \_\_\_\_\_

Home Business Only: Number of employees who do not reside on the Premises: \_\_\_\_\_

This application with signature confirms that Applicant has complied with all the requirements of the King and Queen County Code. 1, the undersigned, do swear or affirm under penalty or perjury(1) that the statements herein are true,complete,and correct to the best of my knowledge and belief,(2) that I understand the limits of this Business License, and (3) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

A Home Business is defined as any occupation, profession, enterprise or business activity conducted within a single-family dwelling which is the bona fide residence of the principal practitioner, or conducted within an accessory building located on the same lot and clearly accessory to the dwelling. In order to qualify as a home business, an activity as described herein must be clearly secondary to the principal dwelling use of the premises and must meet all the following criteria, which are intended to distinguish such activity from a home occupation and from other business uses:

- not more than one (1) person who does not reside on the premises may be employed on the premises in the conduct of the activity.
- There shall be no signs, other than one (1) sign not to exceed six (6) square feet in area and no displays or alterations to the exterior of the building that would distinguish it as a nonresidential structure; and
- There shall be no group instruction or assembly, no housing of persons for compensation, and no product offered for sale other than that which is produced on the premises or which may be incidental to the primary service rendered.

A Home Occupation is defined as any occupation, profession, enterprise or similar activity conducted within a single-family dwelling which is the bona fide residence of the practitioner, or conducted within an accessory building located on the same lot and clearly accessory to the dwelling. In order to qualify as a home occupation, an activity as described herein must be clearly secondary to the principal dwelling use of the premises and must meet all of the following:

- No one other than the member of the family residing on the premises may be employed on the premises in the conduct of the activity
- There shall be no signs, displays or alterations to the exterior of the building that would distinguish is as a non-residential structure; and
- There shall be no group instruction or assembly, no housing of persons for compensation, no product offered for sale on the premises, and no service rendered directly to clients or customers on the premises.

#### **CONTRACTING:**

Unlicensed contracting is illegal. You may be in violation of state law prohibiting illegal contraction – which includes home Improvement and roofing, etc. without a state license. Even if you possess a local business license, in most cases you are also required to hold a state license from the Virginia Board of Contractors. Don't risk it! Contact the Department of Professional and Occupational Regulation (DPOR) to find out how to comply with the law. (804) 367-8511 [www.dpor.virginia.gov](http://www.dpor.virginia.gov)

The State Corporation Commission requires any business using a fictitious or assumed name to register with the SCC. Virginia Code 59.1-69, states, "No person shall conduct or transact business in the Commonwealth under any assumed or fictitious name unless such person files in the office of the clerk of the Commission a certificate of assumed or fictitious name." You can access the form online at <https://scc.virginia.gov/pages/Forms-and-Fees>.

A copy of the Certificate of Assumed or Fictitious Name must be provided to the Commissioner of Revenue's Office before a business license will be issued. **A business license will not be issued unless the fictitious/assumed name is registered with the SCC.**

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