



COUNTY OF SOUTHAMPTON, VIRGINIA
P.O. Box 760
Courtland, VA 23837



Amy B. Carr
 Commissioner of the Revenue

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Business License Application Checklist

To apply for your license, please perform these steps in the order in which they are presented.

1. Visit the **Planning & Community Development Department** in City Hall, 2nd Ave, Franklin, VA (ph. 757-562-8580) to apply for a Home Occupation or Commercial Building clearance. They will review your proposed business for compliance with zoning and building code regulations. We cannot issue a business license without written approval from their office. Planning & Community Development's hours are Monday - Friday, 8:30am - 5:00pm.

2. Visit the Office of the Clerk of the Circuit Court in Southampton County located at 22350 Main Street (ph. 757-653-2100) if you will be operating a business under an **assumed or fictitious trade name**. Trade names which differ from the actual sole proprietor, partnership, LLC, or corporate name must be recorded with the Clerk's Office. A fee of \$10.00 must accompany the form at the time of recordation. Office hours are Monday - Friday, 8:30am - 5:00pm.

3. Visit the **Commissioner of the Revenue's** Office in the Southampton County Office Center located at 26022 Administration Center Drive (ph. 757-653-3032) to obtain a business license. The license is subject to a fee which will be calculated upon receipt of an application. The following documents are required when applying for your business license:

- Approved Zoning Application
- Fictitious Trade Name Registration from the Clerk's Office (if applicable)
- Certificate for Corporation or Partnership (from the SCC)
- For contractors, the completed Contractor's Certification of Insuring Liability for Workers' Compensation in Virginia form. (This form is available in our office or at www.workcomp.virginia.gov.)
- For contractors, a copy of their State Contractor's license

4. For your convenience, you may print the business license application from our website, attach the requested documents and a check made payable to Southampton County Treasurer, and mail to Commissioner of the Revenue, P.O. Box 760, Courtland, VA 23837. We will return your license and receipt through the mail.

NOTE: LICENSES MUST BE OBTAINED PRIOR TO BEGINNING BUSINESS. A LATE PAYMENT PENALTY OF 10% WILL BE IMPOSED IF THE LICENSE IS NOT OBTAINED WITHIN ONE MONTH OF THE START OF BUSINESS.

TELEPHONE NUMBERS to call or WEBSITES to visit FOR INFORMATION ABOUT:

<i>Business Information</i>	<i>Business One Stop</i>	<i>866-248-8814</i>	<i>www.bos.virginia.gov</i>
<i>Incorporating</i>	<i>VA State Corp Commission</i>	<i>804-371-9733</i>	<i>www.scc.virginia.gov</i>
<i>Retail Sales & Use Tax</i>	<i>VA Dept of Taxation</i>	<i>804-367-8037</i>	<i>www.tax.virginia.gov</i>
<i>Obtaining a Federal ID Number</i>	<i>Internal Revenue Service</i>	<i>800-829-4933</i>	<i>www.irs.gov</i>
<i>ABC License</i>	<i>VA Alcoholic & Beverage Control</i>	<i>804-213-4556</i> <i>(local 825-7830)</i>	<i>www.abc.state.va.us</i>
<i>Contractor's License (A,B, or C)</i>	<i>VA State Board of Contractors</i>	<i>804-367-8511</i>	<i>www.dpor.virginia.gov</i>
<i>Obtaining State License</i>	<i>VA Dept of Occupational & Professional Regulation</i>	<i>804-367-8500</i>	<i>www.dpor.virginia.gov</i>

If you have any questions, please contact our Business License Section of the Commissioner of the Revenue's Office at 757-653-3032