



2009

COUNTY OF HENRICO, VIRGINIA

NEW BUSINESS LICENSE APPLICATION

Department of Finance
P.O. Box 90775
Henrico, VA 23273-0775

INSTRUCTIONS: Type or Print providing full information. Return with check payable to "COUNTY OF HENRICO, VIRGINIA." A Copy will be returned as your license. For assistance call (804) 501-4310 or visit our website at www.co.henrico.va.us/finance.

ACCOUNT NUMBER (Assigned by County)	Federal ID or SSN Number	Retailers VA Sales & Use Number	Contractors VA State Registration Number	Telephone Number
Date business will begin (or began) in Henrico County / /		INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> OTHER <input type="checkbox"/>		
LICENSEE		GIVE A BRIEF DESCRIPTION OF YOUR BUSINESS		
TRADE NAME				
MAILING ADDRESS		ADDRESS in HENRICO where your business will be conducted		
CITY, STATE, ZIP		CITY, STATE, ZIP		

<p>FORMULA FOR TAX: GROSS RECEIPTS LESS STANDARD DEDUCTION OF \$100,000 MULTIPLIED BY TAX RATE</p> <p>A MINIMUM PAYMENT OF \$30 APPLIES WHEN GROSS RECEIPTS EXCEED \$100,000</p> <p>***THIS FORMULA DOES NOT APPLY TO CLASSIFICATIONS WITH A FLAT TAX OR WHOLESALE MERCHANTS***</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>Entered By: _____</p> <p>Auditor: _____</p> <p>Date: _____</p>	<p>ZONING approved <input type="checkbox"/> disapproved <input type="checkbox"/></p> <p>COMMENTS: _____</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p>
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<p style="text-align: center;">ALL BUSINESSES EXCEPT THOSE LISTED BELOW TAX RATE (see chart on back)</p>	<p>If you operated your business or profession from 01/01/08 to 12/31/08, give the actual amount of Gross Receipts for the year 2008</p> <p style="text-align: center;">\$ _____</p> <p>If you began after 01/01/08 and prior to 01/01/09, show the actual amount of Gross Receipts for the year 2008 and estimate your amount in 2009</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">2008 Actual \$ _____</td> <td style="width: 50%;">2009 Estimate \$ _____</td> </tr> </table> <p>If you began on or after 01/01/09, please estimate the gross receipts from your start date to 12/31/09</p> <p style="text-align: center;">\$ _____</p>	2008 Actual \$ _____	2009 Estimate \$ _____		
2008 Actual \$ _____	2009 Estimate \$ _____				
<p>CONTRACTORS (fill in if you did business in 2008) TAX RATE (see chart on back)</p>	<table style="width: 100%;"> <tr> <td style="width: 50%;">Actual Gross Receipts from contracts in 2008</td> <td style="width: 50%;">Actual Gross Receipts from fees in 2008</td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table>	Actual Gross Receipts from contracts in 2008	Actual Gross Receipts from fees in 2008	\$ _____	\$ _____
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\$ _____	\$ _____				
<p>CONTRACTORS (fill in if you began your business on or after 01/01/09) TAX RATE (see chart on back)</p>	<table style="width: 100%;"> <tr> <td style="width: 50%;">Estimated Gross Receipts from contracts in 2009</td> <td style="width: 50%;">Estimated Gross Receipts from fees in 2009</td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table>	Estimated Gross Receipts from contracts in 2009	Estimated Gross Receipts from fees in 2009	\$ _____	\$ _____
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\$ _____	\$ _____				
<p>SPECULATIVE BUILDERS (use cost of construction exclusive of land for tax basis) TAX RATE (see chart on back)</p>	<table style="width: 100%;"> <tr> <td style="width: 50%;">Actual Cost of Construction in 2008</td> <td style="width: 50%;">Estimated Cost of Construction for 2009</td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table>	Actual Cost of Construction in 2008	Estimated Cost of Construction for 2009	\$ _____	\$ _____
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<p>WHOLESALE MERCHANTS MULTIPLE RATES (see worksheet on back)</p>	<table style="width: 100%;"> <tr> <td style="width: 50%;">Actual Gross Purchases in 2008</td> <td style="width: 50%;">Estimated Gross Purchases for 2009</td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </table>	Actual Gross Purchases in 2008	Estimated Gross Purchases for 2009	\$ _____	\$ _____
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\$ _____	\$ _____				

<input type="checkbox"/> PEDDLERS – <i>General</i> – \$200 Flat Rate <input type="checkbox"/> PEDDLERS – <i>Perishable</i> – \$50 Flat Rate	<input type="checkbox"/> PEDDLERS – <i>Wholesale</i> – Fill in gross purchases for tax basis (see worksheet on back) <input type="checkbox"/> ITINERANT MERCHANT - \$200 Minimum* (see back)
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<p>PAYMENT ENCLOSED</p> <p>\$ _____</p>
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NEW BUSINESSES: License applications must be received PRIOR to beginning business. The tax shall be paid with the application for licenses not based on gross receipts. The tax on licenses measured by gross receipts shall be paid within 30 days. Otherwise, a 10% filing penalty, 10% payment penalty and 10% interest may be added.

DECLARATION OF TAXPAYER – I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief.

Signature of Taxpayer _____ Date _____

COUNTY LICENSE RATES ONLY WHEN TAX BASE EXCEEDS \$100,000 (Exception: Most businesses subject to the flat tax are located on the front of this form.)			
Amusement Promoter	\$20 per \$100 of gross receipts or \$30, whichever is greater.	Itinerant Merchant* (see front)	\$200 flat tax or \$.20 per \$100 of gross receipts, whichever is greater.
Business & Misc. Service	\$.20 per \$100 of gross receipts or \$30, whichever is greater.	Peddler – Ice, Wood, Coal	\$30 flat tax.
Coin Machine Operator	\$200 plus \$.20 per \$100 of gross receipts from machines (Amusement, Music, etc.).	Peddler – Seafood (Catch)	\$15 flat tax.
Commission Merchant	\$.20 per \$100 of gross receipts or \$30, whichever is greater.	Personal Service (includes Taxi)	\$.20 per \$100 of gross receipts or \$30, whichever is greater.
Contractor (see notice below)	\$.15 per \$100 of gross receipts or \$30, whichever is greater.	Professional Service	\$.20 per \$100 of gross receipts or \$30, whichever is greater.
Contractor (Fee Basis) (see notice below)	\$1.50 per \$100 of gross fees or \$30, whichever is greater.	Retail Merchant	\$.20 per \$100 of gross receipts or \$30, whichever is greater.
Speculative Builder (see notice below)	\$.15 per \$100 of cost of construction (excluding cost of land) or \$30, whichever is greater.	Sales Promotion Show	\$250 per week.
First Mortgage Loan & Money Lender	\$.20 per \$100 of gross receipts (excluding principal) or \$30, whichever is greater.	Wholesale Merchant	See Worksheet Below.
Hotel & Motel	\$.20 per \$100 of gross receipts or \$30, whichever is greater.	Utility-Water, Telephone, Heat, Light and Gas	\$.50 per \$100 of gross receipts.

Sec. 20-358. Levv of Tax.

There shall be levied and collected for each license tax year, or for such other period of time as may be specifically provided in this article, the license taxes as set forth in this article. The taxes imposed by the provisions of this article are in all cases imposed upon the privilege of doing business in the county, including all phases and activities of the business, trade, or occupation conducted in the county.

Sec. 20-351. Definitions.

Gross receipts of the business means the gross sales of merchandise and the gross receipts of the business, occupation, or profession from all earnings, fees, commissions, brokerage charges and rentals, and from all income whatsoever arising from or growing out of the conduct of the business, occupation, or profession licensed in this article during the license year immediately preceding the license year for which the tax is being computed, without any deductions whatsoever, unless otherwise expressly provided by the State or County Code.

NOTICE TO CONTRACTORS:

Extract of Chapter 11, Title 54.1 of the Virginia State Code – Any contractor who undertakes to bid upon, accept, or offers to accept a single contract or project of \$1,000 or more, must register with the State Board of Contractors.

Contractors must provide certificates of compliance with Worker’s Compensation Regulations. (This amendment requires that no business license be issued-or reissued-to a contractor without proof of compliance with Chapter 8 of Title 65.2 of the Code of Virginia.)

Contractor Affirmation: (To be signed by all contractors not required to register with the State Board of Contractors.)

I do affirm that I have read the extract of Chapter 11, Title 54.1 of the Virginia State Code above and that I do not meet the requirements for registration.

SIGNATURE OF TAXPAYER (CONTRACTOR)

DATE

WHOLESALE MERCHANTS WORKSHEET

WHOLESALE MERCHANTS AND DISTRIBUTORS, WHOLESALE PEDDLERS, AND JUNK/PAPER DEALERS WORKSHEET	
TOTAL GROSS PURCHASES (Less \$100,000 Standard Deduction)	2008
<i>(Multiply rates below X purchases to determine TAX DUE)</i>	
PURCHASES (Breakdown)	TAX
\$1 to \$10,000 purchases (\$25 min. tax)	= \$25.00
\$10,001 to \$5,000,000 (\$.20 per \$100)	=
\$5,000,001 to \$15,000,000 (\$.15 per \$100)	=
\$15,000,001 to \$25,000,000 (\$.10 per \$100)	=
\$25,000,001 to \$50,000,000 (\$.05 per \$100)	=
\$50,000,001 to \$100,000,000 (\$.025 per \$100)	=
\$100,000,001 and over (\$.0125 per \$100)	=
TOTALS	
Wholesale Tax Base After Standard Deduction	Tax Amount Enter this total on the License Application

TOTAL GROSS PURCHASES (Less \$100,000 Standard Deduction) <u>\$29,035,076</u>	
<i>(Multiply rates below X purchases to determine TAX DUE)</i>	
PURCHASES (Breakdown)	TAX
\$ 10,000 \$1 to \$10,000 purchases (\$25 min. tax)	= \$ 25.00
\$4,989,999 \$10,001 to \$5,000,000 (\$.20 per \$100)	= \$ 9,980.00
\$9,999,999 \$5,000,001 to \$15,000,000 (\$.15 per \$100)	= \$15,000.00
\$9,999,999 \$15,000,001 to \$25,000,000 (\$.10 per \$100)	= \$10,000.00
\$4,035,079 \$25,000,001 to \$50,000,000 (\$.05 per \$100)	= \$ 2,018.00
\$50,000,001 to \$100,000,000 (\$.025 per \$100)	=
\$100,000,001 and over (\$.0125 per \$100)	=
TOTALS	
<u>\$29,035,076</u>	<u>\$37,023.00</u>
<i>Wholesale Tax Base After Standard Deduction</i>	<i>Tax Amount Enter this total on the License Application</i>

SUPPLEMENTAL BUSINESS LICENSE QUESTIONNAIRE

Licensee Information

Name of Licensee

Trade Name

Street Address Where
Business Will Trade

City, State, Zip

Business Phone

Description of Business

Before issuing a business license the County must determine that the proposed operation complies with the zoning regulations. In the space below, describe the operational characteristics of the proposed business. Be as **COMPLETE AND SPECIFIC** as possible.

Does the business have, or intend to apply for, an ABC license? Yes No

If yes, what kind of license? _____

Will the business involve music, dancing or live entertainment? Yes No

If yes, please describe: _____

Will there be video games, billiard tables or similar amusements? Yes No

If yes, please describe: _____

Will the business involve adult-oriented entertainment, adult merchandise or other regulated activities*? Yes No

If yes, please describe: _____

* The County Code defines an adult business as "Any adult bookstore, adult video store, adult model studio, adult motel, adult movie theater, adult nightclub, adult store, business providing adult entertainment, or any other establishment that regularly exploits an interest in matter relating to specified sexual activities or specified anatomical areas or regularly features live entertainment intended for the sexual stimulation or titillation of patrons."

QUESTIONS CONCERNING SUPPLEMENTAL QUESTIONNAIRE:

Henrico County Planning Department, PO Box 90775, Henrico, VA 23273-0775, (804) 501-4602

SUPPLEMENTAL BUSINESS LICENSE QUESTIONNAIRE

Hours of operation

Sunday	From	<i>Circle one</i> AM PM	To	<i>Circle one</i> AM PM
Monday	From	AM PM	To	AM PM
Tuesday	From	AM PM	To	AM PM
Wednesday	From	AM PM	To	AM PM
Thursday	From	AM PM	To	AM PM
Friday	From	AM PM	To	AM PM
Saturday	From	AM PM	To	AM PM

For Home Occupations, Please Complete the Following

Does the licensee **live at** the street address where the business will trade? Yes No

Will anyone work at the business who does not live in the home? Yes No

Does the licensee **own** the dwelling? *If not, the owner or his agent must sign:*

I, the owner, authorize use of the property for the business described above. _____

How will services be offered? By appointment only To the general public

Area (square feet) of main floor of dwelling _____

Area (square feet) used for business purpose _____

Will the business require external or internal additions or alterations to the dwelling? Yes No

Will the business use a detached accessory structure (garage, shed, etc.) for any purpose? Yes No

Will the business use machinery or equipment not customary for household purposes? Yes No

Will stock-in-trade (other than handicrafts made on the premises) be kept at the dwelling? Yes No

Will products (other than handicrafts made on the premises) be sold at the dwelling? Yes No

Will there be any group instruction, assembly or activity? Yes No How many people _____

Will there be any indication from the exterior that the building is used for a business? Yes No

Will commercial vehicles be stored at the home? Yes No How many _____ Empty weight _____

Will any commercial trailer or any tow truck or wrecker be parked at the dwelling? Yes No

The responses I have provided on both sides of this form are true, correct and complete. I understand that incomplete information may result in processing delays, and further understand that false or misleading information may be grounds for legal actions.

Signature of Applicant

Date

OFFICE USE ONLY

Zoning: _____ Proffers checked: _____ Approved Rejected By: _____ Date: _____

Comments: _____
