



2020 WARREN COUNTY, VIRGINIA –BUSINESS LICENSE RENEWAL/APPLICATION

Renewal and Payment Due March 1, 2020

Sherry T. Sours, Commissioner of the Revenue ssours@warrencountyva.net

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INSTRUCTIONS: Read entire document, including back of form for additional information and tax rates/fee, and complete all applicable sections.

Section A: All applicants complete this section in its entirety.

Business License Account #:		Federal EIN / SSN #:	
Applicant Name:	Business/Trade Name:		
Full Mailing Address:			
Physical Address (if different):			
Phone Type and Number:	<input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home	Type of Business:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other _____
Email Address:			
Business Category:	<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Professional <input type="checkbox"/> Service <input type="checkbox"/> Heat, Light, Power <input type="checkbox"/> Telephone, Telegraph <input type="checkbox"/> Peddler <input type="checkbox"/> Itinerant Merchant <input type="checkbox"/> Perishable, Fireworks		
Description of Business:			
Date Business Established:		Date Business Established in Warren County:	
Did your Business close or move out of Warren County? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, date of closure or move:	

Section B: For Businesses operating full year beginning work in Warren County *prior* to January 1, 2019; complete boxes 1a-d, 2a-d, and 10-13.

CODE, CATEGORY, AND RATE	2019 Gross Receipts	Fee
	1a	2a
	b	b
	c	c
	d	d

Section C: Partial Year Adjustment for Businesses beginning work in Warren County *after* January 1, 2019 or who provided an estimate in 2019; complete boxes 3a-d through 9a-d, and 10-13.

CODE, CATEGORY, AND RATE	2019 ACTUAL		2019 ESTIMATED		2019 ADJUSTED Fee
	Gross Receipts	Fee	Gross Receipts	Fee	= Box 4 minus Box 6
	3a	4a	5a	6a	7a
	b	b	b	b	b
	c	c	c	c	c
	d	d	d	d	d
CODE, CATEGORY, AND RATE	2020 Estimated Gross Receipts		Fee		
	8a		9a		
	b		b		
	c		c		
	d		d		

Section D: All businesses complete boxes 10-13 and Certification

Subtotal (add boxes 2a-d + 7a-d + 9a-d)	10	13 Number of Requested Decals _____
Late Filing Fee (= Subtotal x 10%) on all renewals received after <i>March 1</i>	11	
Total Due (add boxes 10 + 11)	12	

CERTIFICATION: The owner must sign and date this form. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. ***It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code VA Sec. 58.1-11)***

I, the undersigned, do swear or affirm under penalty of perjury (1) that the figures and 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.

Printed Name	Signature	Title (Owner, President, etc)	Date
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PLEASE READ PRIOR TO SUBMITTING FORM:

- A 10% late filing fee will be charged to account for any renewal filings received after due date, **March 1**; To avoid additional non-payment penalty and interest fees on renewals through the Treasurer's Office, payment should be received by no later than **March 1**; Businesses with less than \$4,000 of combined Gross Receipts during the previous year are required to obtain a current license, but there will be no charge.
- New applicants can submit application by mail, in person, by fax, or email to jmcginnis@warrencountyva.net; In addition, renewals can be filed online at <https://eservices.warrencountyva.net/> and select e-Commissioner Options.
- Total due can be paid by check payable to Warren County Treasurer and mailed or submitted in person (addresses on front of form); In addition, renewals can pay online at <https://eservices.warrencountyva.net/> and select e-Treasurer Options.
- New applicants must record a fictitious name, if applicable, with the State Corporation Commission at <https://www.scc.virginia.gov/> and must meet all zoning requirements to acquire a zoning certificate before a Warren County business license can be obtained; Copies of these documents must be submitted at the time of application.
- Businesses requiring a VA State License (i.e. Architects, Professional Engineers, Barbers, etc.) must follow **all DPOR regulations** and submit a copy of your valid VA license or a statement and notarized affidavit if not subject to licensure along with this form. To find out if your business/trade requires a State license go to <http://www.dpor.virginia.gov/ProfessionsAndOccupations/>.
- A County business license is not a substitute for the Virginia State License and does not relieve the licensee of the obligation to comply with the requirements and regulations of the Department of Health, Fire & Rescue Department, Alcoholic Beverage Control Board, or any other applicable State or local agencies or County Departments and must maintain in full force and affect all other applicable licenses and permits.
- Business Personal Property form 762B-Business Equipment or 762M-Manufacturers must be filed annually by no later than **February 15**.
- Businesses with Transient Occupancy, Food & Beverage, or Heat, Light, and Power tax must file report and pay in full on or **before the 20th day** of the calendar month following the month being reported.
- Failure to renew a business license each year will result in a statutory assessment or a summons for failure to file and pay the proper license fees.
- No business license shall be renewed until the applicant has paid all delinquent business license, personal property, meals, and transient occupancy taxes owed by the business to Warren County. Warren County Code §117-3.
- If any piece of your entity changes (i.e. name, address, phone, email, ownership, etc.), you must notify the Commissioner of the Revenue Office to keep record accurate, update new fictitious name with State Corporation Commission, if applicable, and contact DPOR, if applicable, within 30 days of your changes; **These changes would also include:**
 - **Closure of business in Warren County.** Failure to notify the Office of the Commissioner of the Revenue of a closure or business that has moved out of Warren County will result in unsolicited statutory assessments, penalties, and interest until notification is received.
 - **Business/trade has moved location within Warren County.** In addition to notifying the Office of the Commissioner of the Revenue, a new Zoning Certificate would be required as well.
- Businesses in Town must go to the Town Of Front Royal Office on Main Street to obtain a business license and meet zoning requirements.

LICENSE FEES BASED ON GROSS RECEIPTS \$50,000 AND LESS	
Gross Receipts	Fixed Fee
Under \$ 4,000	\$ 0.00
\$ 4,001 – \$ 10,000	\$ 10.00
\$ 10,001 – \$ 25,000	\$ 30.00
\$ 25,001 – \$ 50,000	\$ 50.00

LICENSE FEES BASED ON GROSS RECEIPTS \$50,001 AND MORE	
Business Type	Rate x Gross Receipts
Wholesale Merchant (report gross purchases)	\$ 0.0005
Contractors, Builders, & Developers {Use CONTRACTOR APPLICATION}	\$ 0.0013
Retail Merchant	\$ 0.0016
Business, Personal, Repair, and Other Services	\$ 0.0027
Financial, Engineering, Medical, Real Estate, and Other Professional Services	\$ 0.0041

OTHER FIXED FEES AND LICENSE RATES		
Business Type		Fixed Fee or Rate x Gross Receipts
Telephone & Telegraph, Heat, Light, and Powers Companies	Rate x gross receipts	\$ 0.005
Peddlers/Itinerant Merchants	Fixed Fee	\$ 500.00
Perishables	Fixed Fee 1 st Vehicle plus \$100 per each additional vehicle	\$ 250.00
Christmas Trees and Fireworks	Greater of Fixed Fee or 0.0036 x gross receipts	\$ 250.00
Vendor of Perishables {Use VENDOR APPLICATION}	Fixed Fee but no more than \$250 annually	\$ 30.00
Vendor of Nonperishables {Use VENDOR APPLICATION}	Fixed Fee but no more than \$500 annually	\$ 30.00

*****OFFICIAL USE ONLY*****

Date Received		Application Received	<input type="checkbox"/> Walk In <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Online
Received By Initials		10 % Late Filing Penalty	<input type="checkbox"/> Yes <input type="checkbox"/> No
Paid by Check #		Amount Paid	\$
Total Due	\$ minus	Amount Paid \$	= Balance Due \$
Processed By Initials		Date Processed	
NAICS Code		Warren County Business License Decal #	