



**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, 2<sup>nd</sup> 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. **ATTENTION: If your business is located in an incorporated town, please obtain your zoning clearance from the town office.**

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. (Form is available in our office or [www.workcomp.virginia.gov](http://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.**

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

<b>Business Information</b>	<b>Business One Stop</b>	<b>804-786-6585</b>	<a href="http://www.bos.virginia.gov">www.bos.virginia.gov</a>
<b>Incorporating</b>	<b>VA State Corp Commission</b>	<b>804-371-9733</b>	<a href="http://www.scc.virginia.gov">www.scc.virginia.gov</a>
<b>Retail Sales &amp; Use Tax</b>	<b>VA Dept of Taxation</b>	<b>804-367-8037</b>	<a href="http://www.tax.virginia.gov">www.tax.virginia.gov</a>
<b>Obtaining a Federal ID Number</b>	<b>Internal Revenue Service</b>	<b>800-829-4933</b>	<a href="http://www.irs.gov">www.irs.gov</a>
<b>ABC License</b>	<b>VA Alcoholic &amp; Beverage Control</b>	<b>804-213-4556</b> <i>(local 825-7830)</i>	<a href="http://www.abc.state.va.us">www.abc.state.va.us</a>
<b>Contractor's License (A,B, or C)</b>	<b>VA State Board of Contractors</b>	<b>804-367-8511</b>	<a href="http://www.dpor.virginia.gov">www.dpor.virginia.gov</a>
<b>Obtaining State License</b>	<b>VA Dept of Occupational &amp; Professional Regulation</b>	<b>804-367-8500</b>	<a href="http://www.dpor.virginia.gov">www.dpor.virginia.gov</a>

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