



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** at 24307 Cheroenhaka Rd, Courtland, VA (ph. 757-742-6777) 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 business license, as well as zoning clearance, from the town office.**

2. Visit the State Corporation Commission (SCC) at www.scc.virginia.gov 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 registered with the SCC.

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

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