**Business License Application & Renewal Form**

**Business Name** ________________________________  **Business Owner Name** ________________________________

**Business Location** ________________________________  **Home Address** ________________________________

**Mailing Address (if different)** ________________________________  **Mailing Address (if different)** ________________________________

**City, State & Zip Code** ________________________________  **City, State & Zip Code** ________________________________

**Business Phone #** ________________________________  **Business Owner Phone #** ________________________________

**Business Website** ________________________________  **Business Owner email**: ________________________________

**Nature of the business**: ________________________________________________________________

Please check one:  

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**Basis for License – Please check the applicable statement(s):**

☐ Business/Professional operating from January 1st to December 31st: Provide actual gross receipts for this period $ ________________

☐ Business/Professional operating less than 12 full months between January 1st and December 31st  
Provide the date on which business commenced: ____________________________; As well as actual gross receipts for this period $ ________________

☐ Business/Professional commencing new business - **First Time Licensing Fee = $50.00**

☐ Retail Merchants selling alcoholic beverages - **ABC License Fee = $25.00**

The license fee is **20 cents per $100 of gross receipts** for the period (which is January 1st to December 31st of the previous year).

**Calculation:** Gross receipts $_______________ x .002 = $_______________ business tax owed.

*If your business operated for less than twelve full months during the previous year, use the actual gross receipts for the months of operation. The minimum license fee is $50; even if gross sales were less than $25,000.

Additional **10% Penalty** if not received by May 10th + $__________

*Plus (For businesses that sell alcohol) $25 ABC license fee = $ ________________ TOTAL business tax owed.

Business licenses must be renewed annually, by May 1st.  

*DELINQUENT AFTER MAY 1st*

*Reminder: If your business is subject to meals/lodging/real estate/personal property taxes, those taxes must be current in order to have your license renewed. **BUSINESSES CAN LEGALLY BE CLOSED BY THE TOWN FOR FAILURE TO OBTAIN A LICENSE OR FAILURE TO PAY TAXES**.

I hereby certify that the amount reported as gross receipts/purchases from my business or profession, as reported, are herein true and correct.

Signature of Applicant, Title ________________________________  Date ________________________________

**Remit payment to:** Town of Damascus  
P.O. Box 576 Damascus, VA 24236  
(memo: business license).