Contractors 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:  INDIVIDUAL _______ PARTNERSHIP _______ CORPORATION _______ LLC________

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

The license fee is 16 cents per $100 of gross receipts for the period (which is January 1st to December 31st of the previous year).

Calculation:  Gross receipts $ ___________ x .0016 = $ ___________ 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 + $ ___________

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).