

# Town of Damascus

208 W. Laurel Ave, P.O. Box 576, Damascus VA 24236-0576

## Office of the Treasurer

Phone 276-475-3831 ext.1 & e-mail: [treasurer@visitdamascus.org](mailto:treasurer@visitdamascus.org)

### Website Registration & Renewal

To have your business to be listed on the Town of Damascus website, [www.visitdamascus.org](http://www.visitdamascus.org), please contact the Town Treasurer at 475-3831 ext. 1, or email [treasurer@visitdamascus.org](mailto:treasurer@visitdamascus.org).

#### **Please check the option(s) that applies to you:**

- The fee for listing a Damascus business is \$75 annually, **plus**  \$50 set-up fee for your first listing.
- If your business is outside Town limits and/or do not have a Damascus business license, the fee is \$150 annually, **plus**  \$50 set-up fee for your first listing.

*\*Allowable out- of-Town listings fall within the Whitetop to Alvarado corridor of the Virginia Creeper Trail\**

- If your business is not in Town, or within the Whitetop to Alvarado corridor of the Creeper Trail, the fee is \$350 annually, **plus**  \$50 set-up fee for your first listing.
- After your initial business listing is approved and posted; there will be a \$10 change request fee, per request.

Total Due: \$\_\_\_\_\_ Business Name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Contact mailing address, phone #, and e-mail: \_\_\_\_\_

After you have made your payment to the Town Treasurer, then contact [townofdamaucus@gmail.com](mailto:townofdamaucus@gmail.com) and submit your business information (in the format below).

**(Photo/logo)**

**Business Name**

Street Address

Mailing Address (if different)

Damascus, VA 24236

Phone Number:

website link/URL

E-mail address:

**\*You may also include a one-line description or catch phrase for your establishment.**

*\* Businesses will be listed on the website based on the name registered on the business license.*

Listings run from May 1<sup>st</sup> – April 30<sup>th</sup> and must be renewed by May 1<sup>st</sup> each year.  
*Failure to renew on time will result in the listing being removed from [www.visitdamascus.org](http://www.visitdamascus.org).*

**Remit payment to:** Town of Damascus

P.O. Box 576 Damascus, VA 24236

(memo: website listing)