APPLYING FOR A BUSINESS LICENSE

What actions must be taken before a business license can be issued?

1. **Business Name Registration**
   All businesses and trade names must be registered with the Clerk of the Circuit Court.

   **Clerk of the Circuit Court**
   501 East Jefferson Street
   Charlottesville, VA 22902
   (434) 972-4084

2. **State Corporation Registration**
   General partnerships, limited partnerships, corporations, business trusts, or limited liability companies conducting business in Virginia must register with the Virginia State Corporation Commission.

   **State Corporation Commission**
   P.O. Box 1197
   Richmond, VA 23209
   (804) 371-9733

3. **Zoning Requirements for a Certificate of Use**
   Zoning ordinances allow various types of businesses to be located and operate in some areas of the County, but not in others. Special use permits are required for certain businesses, and there are many areas in which no businesses of any kind are allowed. A zoning clearance is required of all businesses. If you work out of your residence, you must obtain a home occupation permit.

   **Community Development Department**
   County of Albemarle
   401 McIntire Road
   Charlottesville, VA 22902-4596
   (434) 296-5832

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**Helpful Numbers**

**Charlottesville/Albemarle Chamber of Commerce**
Fifth and East Market Streets
P.O. Box 1564
Charlottesville, VA 22902
(434) 295-3141

**Better Business Bureau of Central Virginia**
Local (434) 971-3707
Richmond (804) 648-0016

**Small Business Development Center**
2211 Hydraulic Rd
Charlottesville, VA 22901
(434) 279-4123

**Central Virginia SCORE**
209 5th St NE, 2nd Floor
Charlottesville, VA 22902
(434) 295-6712

**Albemarle County Economic Development Office**
401 McIntire Rd, Suite 120
Charlottesville, VA 22902
(434) 972-4016

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**Albemarle County Finance Department**

401 McIntire Road
Charlottesville, VA 22902
www.albemarle.org

Hours: 8 A.M. to 5 P.M. Mon - Fri

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**Revenue Administration Division: Assessments Office**

Tel: (434) 296-5851 OPTION 3
GENERAL INFORMATION

**When is a business license required?**
A business license is required of almost all businesses operating in or from Albemarle County.

**What is the business license tax based on?**
Business license taxes and/or fees are based on the type of business and actual or estimated gross receipts. For a list of current tax rates for BPOL taxes see Albemarle County Code Chapter 8.

**In what case would I be exempt from obtaining a business license?**
Businesses with gross receipts of $25,000 or less per year are generally exempt from paying a fee to obtain a business license, though an application should still be filed with the Finance Department.

**How often do I need to renew my business license, and when is the deadline?**
Business licenses are renewable each year and applications must be filed annually by March 1st.

**If I am starting a new business, what are the requirements and the timeline to apply for a business license?**
New businesses are required to make an estimate of gross receipts and must file a business license application within 30 days of beginning their business.

**When is the payment deadline for business license taxes?**
For gross receipts up to $99,999.99 the flat fee of fifty dollars ($50.00) shall be paid with the license application on March 1st. For gross receipts of $100,000 or more, the tax due shall be paid on or before June 15th of the license year.

**Is there a penalty for late filing?**
A penalty of ten percent (10%) of the tax is imposed upon the failure to file an application by March 1st.

**What’s the penalty for late payment?**
A penalty of ten percent (10%) of the tax is imposed upon the failure to pay the license tax or the license fee by the appropriate due date.

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**Where can I access a business license application?**
1. Go to Albemarle.org and select the Finance Department. Then select Business License from the left-hand panel. There is a link to the needed documents. Or go directly to www.albemarle.org/finance...
2. Contact the Business License Department at (434) 296-5851 option 3.

**Are out of County contractors required to obtain a business license?**
Each person engaged as a contractor shall be subject to a license tax if the amount of business done by any such person in this county is equal to or greater than twenty-five thousand dollars ($25,000.00).

**When is it required for contractors to register with the State Board of Contractors?**
All contractors who bid upon or undertake single jobs of $1,000 or more must register with the State Board of Contractors and provide evidence of such when obtaining or renewing a business license. In addition, contractors must provide a Certificate of Workers' Compensation Insurance (Form 61-A) to our office when applying or renewing the business license.

**Additional Information**

**What is needed to obtain a food establishment license?**
A food establishment license cannot be issued by the Business license department until a Health Department permit is obtained.

**Charlottesville/Albemarle Health Department**
1138 Rose Hill Drive
Charlottesville, VA 22903
(434) 972-6269

**Alcoholic Beverage Importation and Sale**
The Virginia Department of Alcoholic Beverage Control exercises exclusive control over the importation and sale of alcoholic beverages other than beer or wine in the Commonwealth. Licenses are issued for the manufacturer of liquors, the wholesaling of beer or wine, the sale of beer or wine, and the sale at retail of spirits by the drink. The County charges license fees for the sale or production of certain alcoholic beverages.

**Virginia Department of Alcoholic Beverage Control**
900 Natural Resources Drive
Charlottesville, VA 22903
(434) 977-2974