

## DUMFRIES, VIRGINIA

John Wilmer Porter Municipal Building  
17739 Main Street, Suite 200  
Dumfries, VA 22026  
(703) 221-3400

## 2024

## NEW BUSINESS LICENSE APPLICATION REQUIREMENTS

[www.dumfriesva.gov](http://www.dumfriesva.gov)

### REQUIREMENTS TO BE ISSUED A BUSINESS LICENSE

#### APPLICATION AND PAYMENT

All businesses must submit a Business License Application to the town **prior to** the start of business.

For businesses renewing their license, application and payment in full is due on or before March 1. After March 1, include late filing penalty of 10%.

#### BUSINESS ENTITY AND BUSINESS OWNER

Corporation or LLC

- The applicant must provide a copy of business entity documents of record filed with the Virginia State Corporation Commission.

Partnerships

- The applicant must provide a copy of business entity documents of record filed with the Virginia State Corporation Commission.
- The applicant must certify that each named partner is lawfully authorized to be present and to work in the United States by checking the indicated block on the application and signing the application.

Sole Proprietorship

- The applicant must certify that he/she is lawfully authorized to be present and to work in the United States by checking the indicated block on the application and signing the application.

#### TRADE NAME REGISTRATION

The applicant must provide a copy of trade name or fictitious name filing from Prince William County Clerk of the Circuit Court if the applicant intends to conduct business under a name other than the owner's legal name.

#### ZONING AND OCCUPANCY APPROVAL

Commercial or other Non-Residential Location in the Town of Dumfries

- The applicant must provide a copy of final zoning and occupancy approval unless previously submitted and approved.

Residential Location in the Town of Dumfries

- The applicant must provide a copy of the Home Occupation Certificate unless previously submitted and approved.

#### PROFESSIONAL REGISTRATION

The applicant must provide a copy of state licensure for occupations regulated by the state for health and safety reasons or to enforce professional conduct.

#### OTHER REQUIREMENTS FOR CONTRACTORS

- The applicant must provide a copy of their Virginia Contractor's License (Class A, B or C) for contractors who bid on or accept jobs of more than \$1,000.00. If your contracting business activity is not subject to licensure or certification by the Commonwealth of Virginia, State law requires that you submit a written statement, supported by an affidavit, describing why you are not subject to licensure or certification as a contractor or subcontractor.
- The applicant must complete a Contractor's Certification of Workers' Compensation Insurance.
- Contractors located in another jurisdiction but undertaking construction jobs in the Town of Dumfries of 30 days or less for any one job must provide a copy of the business license, if one is issued, from the jurisdiction in which the business is physically located.

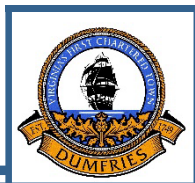
#### BUSINESS START DATE

Enter the date you began your business at the Town of Dumfries location listed on the application. For contractors with no office location in the Town of Dumfries, enter the date you began doing work in the Town of Dumfries.

#### MISSING RETURNS AND/OR LICENSES; DELINQUENT TAXES

If applicable, the applicant **must** file and pay on all previously required business license taxes.

A license will not be issued if the applicant has delinquent real estate or business license taxes or if the applicant has failed to provide proof of filing for extension of filing taxes.



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[www.dumfriesva.gov](http://www.dumfriesva.gov)

Taxes current  Yes  No

date stamp

paid stamp

## NEW BUSINESS LICENSE APPLICATION

**Business Name:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Business Location/Address:** \_\_\_\_\_

All new license applicants must provide either a copy of your Certificate of Occupancy or Home Occupancy Permit. Please see page 3 for information regarding this process.

**Phone Number:** \_\_\_\_\_

**Name of Manager or** \_\_\_\_\_

**Other Local Representative for the Business**

**Mailing** \_\_\_\_\_

**Federal ID or SSN #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**VA Sales Tax Registration #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Are you the Owner of the Property? If not, please provide the following:** Yes  No

**Company**

**Website:** \_\_\_\_\_

**Prop. Owner's Name:** \_\_\_\_\_

\_\_\_\_\_

**Prop. Owner's Address:** \_\_\_\_\_

\_\_\_\_\_

**Prop. Owner's Phone Number:** \_\_\_\_\_

**Prop. Owner's Email:** \_\_\_\_\_

**Date Began in Dumfries:** \_\_\_\_\_

**Business Description:** \_\_\_\_\_

\_\_\_\_\_

Provide business entity registration with Virginia State Corporation Commission.

If you have any questions regarding this application, please contact Nick Cicero at [ncicero@dumfriesva.gov](mailto:ncicero@dumfriesva.gov).

## Certificate of Occupancy for New Businesses

Opening a new business within the Town of Dumfries requires a Certificate of Occupancy prior to getting a new business license. A Certificate of Occupancy is required to ensure the business use is permitted and the building is safe to occupy. We advise that all

applicants contact the Town Planning and Building Departments to ensure that the zoning and occupancy load is the correct fit for your business. For more information, please visit the Town of Dumfries [business license page](#).

### **What are the steps to obtain a certificate of occupancy?**

If you are taking over an existing business, ask the previous owner for the current Certificate. If one does not exist, you can inquire if there is one on file with the Town. If one does not exist or you are opening a new business and/or changing the use of the business (e.g.: office to daycare), you must follow the instructions below.

Steps to Obtain a Certificate of Occupancy:

1. Complete an [Commercial Certificate of Occupancy permit application](#) found on the [Document Center](#) under Building & Trade Permits and pay the fee. Applications and fees (**checks only**) can be dropped off at the Town Hall black drop box located on the exterior wall next to the main doors or on the second floor in the "drop off plan" box.
  - a. Fill out the application **ENTIRELY**, including a clearly written valid email address and phone number.
  - b. A **floor plan** of the interior of the building or space you intend to occupy **must be included** with the application.
  - c. You must include the dimensions of each space on the floor plan
  - d. The floor plan must show all shelving, storage, equipment, tables, chairs, exit signs, fire extinguishers, etc. To see a full list of what is required on the plan please download this list of [Certificate of Occupancy requirements](#).
  - e. The plan must also show the numbered of required parking spaces.
2. Once the application, plan & fee have been received, it will be processed and review by the [Zoning](#) and [Building & Inspections plan review](#) department separately.
  - a. If changes needed, you will be notified separately via email. Your application will be rejected if any information is missing.
3. **Two separate inspections** are required:
  1. **Zoning Inspection:**
    - If no changes are needed on your plan, you will be notified you are ready for an inspection of the property by Zoning.
    - Call to schedule a Zoning inspection at 703-221-3400 (press 3 at the prompt.)
    - Once you pass inspection, you will be notified of your zoning approval.
  2. **Building Inspection:**
    - Your plan must contain the proper square footages for the space to calculate the occupancy load.
    - An Occupancy load will be calculated for the space and emailed to you to post next to the main exit of the business prior to your inspection.
    - If no changes are needed on your plan, you will be notified you are ready for an inspection of the property by the Building & Inspections Department.
    - Your space may require improvements to meet basic code requirements if so a [building permit](#) may be required.
    - Call for a building inspection at 703-221-3400 (press 119 at anytime.)

Once you pass your inspections, you will be notified when and where to pick up your new Certificate of Occupancy. The business license office will also be notified. **You must contact the [Business license](#) office to complete the [business license application](#) process at 703-221-3440 (1 at the prompt.)**

For questions on the application process, zoning plan review or inspections please call 703-221-3400 (press 3 at the prompt).

For questions about the building plan review process or inspection please call 703-221-3400 (press 4 at the prompt)

**ADDITIONAL INFORMATION REQUIRED FOR REPAIR, REMOVAL, CONSTRUCTION, OR IMPROVEMENT CONTRACTORS**

To be issued a license for a contractor/home improvement business, you must provide the license number and a copy of a valid Virginia Class A, B, or C Contractor's License issued in your business name by the Board for Contractors.

Virginia Contractor's License Number: \_\_\_\_\_ Class 'A'      Class 'B'      Class 'C'

All contractors must also complete a *Contractor's Certificate of Workers' Compensation Insurance*. Code of Virginia 58.1-3714 prohibits a county or town from issuing or reissuing a business license to a contractor who has not obtained or is not maintaining workers' compensation coverage for his employees if such coverage is required.

***I certify that I am in compliance with the provisions of the VA Workers Compensation Act & I will notify the Town of Dumfries if this coverage lapses during the period that this license is in effect. I hereby swear (or affirm) that the statements are true, full, and correct to the best of my knowledge.***

\_\_\_\_\_  
Signature of Applicant      Print Name      Date

Complete the following only if applicant is a Virginia-based contractor with a principal office in a jurisdiction other than the Town of Dumfries:

If not in the Town of Dumfries Virginia jurisdiction where is the principal office located: \_\_\_\_\_

Does the locality impose a local business license tax?      Yes      No

<b>Type of Business License Applying For:</b>	<b>Tax Rate:</b>
Personal or Business Services, Repair	\$50.00 or .18 per \$100, whichever is greater
Retail Sales	\$50.00 or .125 per \$100, whichever is greater
Financial, Real Estate, or Professional Services	\$50.00 or .29 per \$100, whichever is greater
Construction	\$50.00 or .092 per \$100, whichever is greater
Prime Government Contractor Receiving Identifiable Federal Appropriations for R&D as Defined in FAR 31.205-18(a)	\$100.00 or .03 per \$100, whichever is greater
Non-Profit / Tax Exempt	\$0
Other	

**New Businesses:** Estimate of Gross Receipts: \_\_\_\_\_

Amount of License Tax for January 1 through December 31 is: \$ \_\_\_\_\_

**Return Application to: Town of Dumfries - 17739 Main Street, Suite 200 - Dumfries, VA 22026**

*I certify that the statements, figures, and amount stated as gross receipts from my business are true and correct and I have made no deductions except income on which I have paid business license tax to another city or county, for which I have proof of payment. I am familiar with the penalty provisions of the ordinance and grounds for license revocation, including making false or fraudulent statements in this application. I certify that the above business name is the same as reported on documents filed with State and Federal Governments. I understand my business income tax returns and other documents may be inspected to verify gross income or other business data.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Contact name and phone number for use by Town Police in case of an emergency at your business location:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_