



Lara M. S. Overy  
Commissioner

**COMMISSIONER OF THE REVENUE**  
P.O. Box 245, Williamsburg, Virginia 23187  
Phone (757) 220-6150  
www.williamsburgva.gov



## **GUIDELINES FOR BUSINESS LICENSE APPLICANTS**

\_\_\_ **Application for Business, Professional and Occupational License** - Must be completed by persons doing business within the City of Williamsburg limits (except contractors - see below). Should include reasonable estimate of first year's total gross receipts.

\_\_\_ **State Corporation Commission (SCC) Certificate** - If you are operating a Corporation, LLC or similar entity in Virginia, it must be registered with the Virginia State Corporation Commission. We will need a copy of your certificate.

\_\_\_ **Certificate of Assumed or Fictitious Name** - Must be completed by anyone using an assumed name, DBA ("doing business as") or T/A ("trading as") business name. Effective January 1, 2020 all Certificates of Assumed or Fictitious Name should be filed with the State Corporation Commission in the Office of the Clerk on a form prescribed by the Commission. We will need a copy of your certificate.

\_\_\_ **Home Occupation application** - Every business without a fixed commercial or professional location must complete this form. Applications must be approved by the Zoning Administrator, prior to submitting your business license application.

\_\_\_ **Zoning Permit application** - Must be completed by businesses who have a store front. Applications must be approved by the Zoning Administrator, prior to submitting your business license application.

\_\_\_ **Government-Issued Identification** - We will need a copy of your Driver's License, Passport or Military ID, etc.

### **CONTRACTOR'S BUSINESS LICENSE**

\_\_\_ **Contractor's Business License application** - Must be completed by local contractors doing business within the City of Williamsburg limits and out-of-town contractors performing more than \$25,000 work in the City in a calendar year. Should include reasonable estimate of first year's total gross receipts.

\_\_\_ **Virginia Class A, B, or C Contractor License** - Contractor licenses consist of two parts: the class of license (A, B, or C), which determines the monetary value of contracts/projects that may be performed, and the classification/specialty, which determines what type of work is allowed. We will need a copy of your license.

\_\_\_ **Acknowledgement of Compliance** - Provide a copy from the Virginia Workers Compensation Commission Insurance Department; no exceptions. *Do not send copies of insurance certificates.*

\_\_\_ **Waiver of Contractor's Workers' Compensation Insurance** - Must be completed by sole proprietor or other entity that considers it not required to insure under the Act.

\_\_\_ **State Corporation Commission (SCC) Certificate** - If you are operating a Corporation, LLC or similar entity in Virginia, it must be registered with the Virginia State Corporation Commission. We will need a copy of your certificate.

\_\_\_ **Certificate of Assumed or Fictitious Name** - Must be completed by anyone using an assumed name, DBA ("doing business as") or T/A ("trading as") business name. Effective January 1, 2020 all Certificates of Assumed or Fictitious Name should be filed with the State Corporation Commission in the Office of the Clerk on a form prescribed by the Commission. We will need a copy of your certificate.

\_\_\_ **Contractor Statement and Affidavit** - Must be completed by anyone declaring they are not subject to licensure or certification as a contractor or subcontractor pursuant to Chapter §54.1-1111, of the Code of Virginia, as amended.

\_\_\_ **Home Occupation application** - Must be completed if a local contractor with no regular commercial location, prior to submitting your business license application.

\_\_\_ **Zoning Permit application** - Must be completed by businesses who have a store front. Applications must be approved by the Zoning Administrator, prior to submitting your business license application.

\_\_\_ **Government-Issued Identification** - We will need a copy of your Driver's License, Passport or Military ID, etc.