



Lara M. S. Overy  
Commissioner

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



## APPLICATION FOR CONTRACTOR'S BUSINESS LICENSE

LEGAL BUSINESS NAME: \_\_\_\_\_

DBA/TRADE NAME\*: \_\_\_\_\_

\*No person shall conduct or transact business in the Commonwealth under any assumed or fictitious name unless such person files in the office of the clerk of the Virginia State Corporation Commission a certificate of assumed or fictitious name. No business license application will be accepted by the Commissioner of the Revenue without a copy of the certificate of assumed or fictitious name (ref Code of Virginia §59.1-69 through 76).

SSN or FEIN #: \_\_\_\_\_ CONTRACTOR REGISTRATION #: \_\_\_\_\_

\_\_\_ CLASS A \_\_\_ CLASS B \_\_\_ CLASS C \_\_\_ TRADESMAN CERTIFICATION

TYPE OF OWNERSHIP: \_\_\_ SOLE PROPRIETOR \_\_\_ LLC \_\_\_ CORPORATION \_\_\_ PARTNERSHIP \_\_\_ OTHER

BUSINESS PHYSICAL ADDRESS: \_\_\_\_\_

BUSINESS MAILING ADDRESS (if different from above): \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER, OFFICERS, OR OTHER RESPONSIBLE PARTY:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PROJECT START DATE: \_\_\_\_\_ PROJECT VALUE\* (for calendar year): \_\_\_\_\_

\*The license tax is based on the business's reasonable estimate of expected gross receipts. This estimate will be corrected to actual at the time of renewal, with either a credit or a supplemental billing.

LOCATION OF PROJECT: \_\_\_\_\_

PLEASE PROVIDE A LIST OF ALL SUB-CONTRACTORS FOR THE PROJECT (use additional page if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION:** I declare that the statements and figures hereon are true, complete, and correct to the best of my knowledge and belief.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**COR OFFICE USE ONLY**

ISSUE DATE \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

**PLEASE READ PRIOR TO SUBMITTING FORM**

- The Williamsburg mailing address encompasses three localities: the City of Williamsburg, James City County and York County. You will need to confirm that your project or business is/will be located within the city limits.
- Out-of-area state licensed contractors performing work in the city must obtain a City of Williamsburg business license prior to beginning work unless calendar year gross receipts are expected to be below \$25,000.
- If you are operating a Corporation, LLC or similar entity in Virginia, it must be registered with the Virginia State Corporation Commission. Additionally, if you are using an assumed name, DBA ("doing business as") or T/A ("trading as") business name, a Certificate of Assumed or Fictitious Name must be filed with the State Corporation Commission. Copies of these documents must be submitted at the time of application.
- You will need to provide a copy of your Virginia Class A, B, or C Contractor License or Tradesman Certification.
- The *Contractor Statement and Affidavit* form may 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.
- You will need to provide a copy of your Acknowledgment of Compliance from the Virginia Workers Compensation Commission Insurance Department. Do not send copies of insurance certificates.
- The *Waiver of Contractor's Workers' Compensation Insurance* form may be completed by a sole proprietor or other entity that considers it is not required to insure under the Act.
- Once a business has a license in the City of Williamsburg, it must be renewed each year on or before March 1st, or the account closed in writing. Non-filers are subject to administrative assessments.
- No business license shall be renewed until the applicant has paid all delinquent business license and personal property taxes owed by the business to the City of Williamsburg.
- If any piece of your entity changes (i.e. name, address, phone, email, ownership, etc.), you must notify the Commissioner of the Revenue's office to keep record accurate, update new fictitious name with State Corporation Commission, if applicable, and contact DPOR, if applicable, within 30 days of your changes. These changes would also include:
  - **Closure of business in the City of Williamsburg.** Failure to notify the Commissioner of the Revenue's office of a closure or business that has moved out of the City of Williamsburg will result in unsolicited statutory assessments, penalties, and interest until notification is received.
  - **Business/trade has moved location within the City of Williamsburg.** In addition to notifying the Commissioner of the Revenue's office, a new zoning approval would be required.
- The business license tax is based on gross receipts of the business and is assessed at the following rate:

BUSINESS CATEGORY	RATE
Contractor	\$0.16 per \$100 of gross receipts

- **NOTE: The minimum fee for the issuance of a business license is \$30.**
- Contractor's Business License applications and supporting documents may be submitted by mail, in person, or emailed to [tflowers@williamsburgva.gov](mailto:tflowers@williamsburgva.gov).