



# City of Richmond

**New Business License Application**  
 900 E. Broad St, Room 102, Richmond, VA 23219  
 Office: 804-646-6662 • Fax: 804-646-5848

(Form BLI-22)  
**License Year 2022**

FINANCE USE ONLY							
License Account #	Cert. of Occupancy #	BPP#	CAT	TYPE	Business Type Description		
<b>APPLICANT'S INFORMATION AND MAILING ADDRESS</b>					Estimated Gross Receipts for 2022	Tax Rate	Amount Due
Full Name _____					.00 x =		
Telephone # _____ Cell # _____					Amount		
Address _____ Apt/Unit # _____					Penalty		
City _____ State _____ Zip Code _____					Interest		
					Total		
					Amount Paid		
<b>BUSINESS INFORMATION AND MAILING ADDRESS</b>							
President/Business Owner(s) Name _____							
Business Name _____							
Trading As _____							
Type of Business: Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____							
Date Business Began in Richmond _____ / _____ / 20____ VA Sales Tax # _____							
Telephone # _____ Fax # _____ Federal ID/SSN # _____							
E-mail _____ Website _____							
City of Richmond Business Address _____ Apartment/Unit # _____ Zip Code _____							
Business Mailing Address _____							
<b>REGISTERED AGENT INFORMATION</b>							
Registered Agent Name _____ Telephone # _____							
Address _____ City _____ State _____ Zip _____							

THE INFORMATION PROVIDED IS TRUE AND COMPLETE. I UNDERSTAND MY OBLIGATION FOR THIS LICENSE.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*\*IMPORTANT INFORMATION FOR ALL APPLICANTS\*\*\***

Prior to the issuance of a license to do business in the City of Richmond, the steps listed on the back of this form must be completed. Issuance of a business license does not relieve business operators of the responsibility of obtaining all other licenses and permits required by law, ordinances or regulations. License receipts are subject to audit.

CITY LICENSE RATES WHEN TAX BASE EXCEEDS \$99,999 (Exception: Businesses that are subject to the flat tax.)			
Professional	\$.58 per \$100 of gross receipts	Peddler/Sidewalk Vendor	\$300 Flat Tax
Personal Services	\$.36 per \$100 of gross receipts	Restaurant	\$.36 per \$100 of gross receipts
Retail Merchants	\$.20 per \$100 of gross receipts	Repair Services	\$.36 per \$100 of gross receipts
Wholesale Merchant	\$.22 per \$100 of gross receipts	Itinerant Merchant	\$500 Flat Tax
Contractor	\$.19 per \$100 of gross receipts	Beer & Wine	\$75 Flat Tax
		Mixed Beverage Seating	1-100 = \$200      101-150= \$350 Over 150 = \$500

**\*The 2022 license will expire 12/31/2022. The license must be surrendered upon demand.\***

## IMPORTANT – PLEASE READ:

- ❖ Your business must be properly zoned before you may begin operating (Zoning phone no. **(804) 646-6340**)
- ❖ All trade/assumed names must be registered with the State Corporation Commission before the license can be issued. (804) 371-9733.
- ❖ If gross receipts for 2022 are \$100,000 or more, please see reverse.
- ❖ You will receive a separate renewal form for each line of business or change on your account (i.e. Restaurant, Beer & Wine and Mixed Beverage will produce **3 renewal forms**).

## GENERAL INFORMATION

- ❖ License Fee: Businesses with gross receipts greater than or equal to \$5,000, but less than \$100,000, pay only the \$30 license fee. Businesses with receipts less than \$5,000 pay no fee.
- ❖ BPOL Guidelines: Revised BPOL guidelines may be obtained by contacting the Virginia Department of Taxation at **(804) 440-2541** or on the internet at [www.tax.virginia.gov](http://www.tax.virginia.gov).
- ❖ Contractors: Virginia law requires all contractors to provide written certification of their compliance with the Virginia Workers' Compensation Act prior to the issuance or renewal of their business license. A copy of the certification form may be obtained by contacting the Insurance Department of the Virginia Compensation Commission at **(877) 664-2566**; or, a copy may also be obtained at [www.vwc.state.va.us](http://www.vwc.state.va.us)
- ❖ Failure to Obtain a License: Businesses with gross receipts greater than or equal to \$5,000, but less than \$100,000, pay only the \$30 license fee. Businesses with receipts less than \$5,000 pay no fee.
- ❖ Signature: Required. Your signature indicates you are aware of all the applicable obligations associated with this license, including Personal Property Taxes and Zoning Requirements.
- ❖ Business Changes: Contact the City of Richmond at (locally): **311**; (out-of-town): **(804) 646-7000**, Monday – Friday 8:00 AM to 5:00 PM or E-mail [fin-bppty@richmondgov.com](mailto:fin-bppty@richmondgov.com) to report any changes in name, address, or classification. If your business moves within the City of Richmond, you must contact zoning to ensure compliance.
- ❖ Errors & Omissions: Should any information contained in this package differ from existing City Ordinances, the current Ordinances as enacted by Richmond City Council shall prevail.

## DUE DATE CALENDAR

- |   |   |
|---|---|
| • January 14  | Real Estate Taxes- 1 <sup>st</sup> Half Payment Due                 |
| • March 1   | Business License Renewal Application and Payment Due                |
| • March 1   | Business Personal Property and Machinery & Tools Returns Due        |
| • March 1   | Bank Franchise Returns Due  |
| • March 31  | Tax Relief Application and Renewal Due                              |
| • June 1  | Bank Franchise Tax Payment Due                                      |
| • June 5  | Property Taxes (Personal, Business, Machinery & Tools) Payment Due  |
| • June 14   | Real Estate Taxes- 2 <sup>nd</sup> Half Payment Due                 |
| • June 15   | Public Service Corporation Taxes Payment Due                        |
| • December 31   | Workers' Compensation Certification Due (for 2022)                  |
| • 15 <sup>th</sup> of Every Month                           | Consumer Utility Taxes- Due the Second Month Following Collection   |
| • 20 <sup>th</sup> of Every Month                           | Admissions, Lodging, Meals Taxes-Due the Month Following Collection |
| • 15 <sup>th</sup> of Every April, July, October, & January | Daily Rental Taxes Payment Due                                      |

In the event a due date falls on a WEEKEND or a FEDERAL HOLIDAY, the tax may be paid on the NEXT BUSINESS DAY without penalty.