



**City of Richmond, Virginia**  
 Division of Collections  
 900 East Broad Street, Room 102  
 P.O. Box 26505  
 Richmond, VA 23261-6505

**RENEWAL APPLICATION FOR CITY OF  
 RICHMOND BUSINESS LICENSE  
 FORM BLR-23  
 LICENSE YEAR 2023**

Account # \_\_\_\_\_

APPLICANT NAME AND MAILING ADDRESS:

**IMPORTANT TAX NOTICE:**

Sec. 26-871, Code of the City of Richmond, has been amended, Effective January 1, 2023 Except as may be specifically otherwise provided by this article or other law, the annual license tax imposed under this article shall be \$30.00 for any person with gross receipts (or purchases for wholesale merchants) of - \$5,000.00 or more but less than \$250,000.00 in a given license year. Any person with gross receipts greater than \$250,000.00 will be liable for business license taxes at the applicable rate set forth as follows for the class of enterprise listed or as otherwise provided in this article.

TELEPHONE:	FAX:
EMAIL ADDRESS:	
EMPLOYER NO. OR S.S. NO.:	
RICHMOND CITY BUSINESS ADDRESS:	
COMPANY:	
TRADE NAME:	
PRESIDENT:	
REGISTERED AGENT:	
NO./STREET:	
CITY/STATE/ZIP:	
TELEPHONE:	

<ul style="list-style-type: none"> <li>Type or print only.</li> <li>Provide complete information.</li> <li>Sign in the space provided at the bottom of the application.</li> <li>Return with check payable to "City of Richmond".</li> <li>A 2023 Business License will be returned to you.</li> <li>For assistance call (804) 646-7000.</li> <li>For information or forms, visit our website at <a href="http://www.rva.gov">www.rva.gov</a></li> </ul>	<p><b>INSTRUCTIONS:</b></p>
<ul style="list-style-type: none"> <li>Up to 10% penalty will be added (subject to a minimum penalty) if payment is not postmarked or received by the Department of Finance on or before <b>March 1, 2023</b>.</li> <li>Your business must be properly zoned before you may begin operating (Zoning phone no. (804) 646-6340).</li> <li>All trade / assumed names must be registered with the State Corporation Commission before the license can be issued (Clerk's phone no. (804) 371-9733).</li> <li>If gross receipts for 2022 were \$250,000 or more, please see reverse.</li> <li>You will receive a separate renewal form for each line of business or charge on your account (i.e. Restaurant, Beer &amp; Wine and Mixed Beverage will produce 3 renewal forms).</li> </ul>	<p><b>IMPORTANT — PLEASE READ:</b></p>

**2022 – BEGINNERS TAX ADJUSTMENT – 2022**  
 ONLY COMPLETE TAX ADJUSTMENT SECTION IF YOUR BUSINESS BEGAN AFTER JANUARY 15, 2021

Account Number: \_\_\_\_\_

BUSINESS TYPE DESCRIPTION	2022 ACTUAL GROSS RECEIPTS	TAX RATE	2022 TAX DUE [A]	2022 TAX PAID [B]	TAX DUE / (REFUND) (Subtract [B] from [A] = [C])
	<b>.00 X</b>		=		
			[A]	[B]	[C]

DATE BEGAN BUSINESS IN RICHMOND: MM DD YY	CERT OF OCCUPANCY NUMBER:
DATE CEASED BUSINESS IN RICHMOND: MM DD YY	CHECK ONE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PART. <input type="checkbox"/> CORP. <input type="checkbox"/> LLC
SSN OR FED ID#:	VA SALES TAX #:
LICENSE PREPARER OTHER THAN LICENSEE:	TELEPHONE #: ( ) -
	FAX #: ( ) -

**2023 – CITY OF RICHMOND – 2023**  
 BUSINESS, PROFESSIONAL, & OCCUPATIONAL LICENSE

Account Number: \_\_\_\_\_

CAT	TYPE	ABC#	BUSINESS TYPE DESCRIPTION	2022 GROSS RECEIPTS	TAX RATE	AMOUNT DUE
					<b>.00 X</b>	=
						[D]

LICENSEE:	BEGINNERS ADJUSTMENT	[C]
T/A:	PENALTY	
	INTEREST	
	TOTAL TAXES DUE	[C]+[D]
	AMOUNT PAID ↻	

THE INFORMATION PROVIDED IS TRUE AND COMPLETE. I UNDERSTAND MY OBLIGATION FOR THIS LICENSE. BUSINESS LICENSE RECEIPTS ARE SUBJECT TO AUDIT.

Date \_\_\_\_\_ Phone \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature (Required) \_\_\_\_\_

## RENEWAL BUSINESS LICENSE APPLICATION 2023

CITY LICENSE RATES WHEN TAX BASE EXCEEDS \$249,999 (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 Merchant	\$.20 per \$100 of gross receipts	Repair Services	\$.36 per \$100 of gross receipts
Wholesale Merchant	\$.22 per \$100 of purchases	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

### GENERAL INFORMATION

- ❖ **License Fee:** Businesses with gross receipts greater than or equal to \$5,000, but less than \$250,000, 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) 367-8037 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.workcomp.virginia.gov/forms/certificate-workers-compensation-insurance-form-61a](http://www.workcomp.virginia.gov/forms/certificate-workers-compensation-insurance-form-61a).
- ❖ **Failure to Obtain a License:** Criminal offense, punishable by fine, imprisonment and/or business closure.
- ❖ **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 311, locally; (804) 646-7000 out of town, Monday – Friday 8:00 AM-5:00PM or E-mail [fin-bppts@richmondgov.com](mailto:fin-bppts@richmondgov.com) to report any changes in name, address, or classification. If your businesses 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 – 1st Half Payment Due
- March 1                                         Business License Renewal Application and Payment Due
- March 1                                         Business Personal Property and Machinery & Tools 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 – 2nd Half Payment Due
- June 15                                         Public Service Corporation Taxes Payment Due
- December 31                                 Workers' Compensation Certification Due (for 2023 tax year)
  
- 15th of Every Month                         Consumer Utility Taxes – Due the Second Month Following Collection
- 20th of Every Month                         Admissions, Lodging, Meals Taxes – Due the Month Following Collection
- 15th 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.**

**Mailing Address Correction:**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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