

## **\*\*\*ATTENTION\*\*\***

**The following criteria that apply to your business must be met *before* you apply for a City of Danville business license.**

- **All businesses located in the city of Danville must have zoning approval for the business location from the Planning Division, located at 427 Patton Street, room 207, phone 434-799-5260.**
- **All businesses (except for corporations that are registered with the State of Virginia) must register the business name with the City of Danville at the Clerk of Court's Office, located in the James F. Ingram Justice Center, 401 Patton Street, room 222B, phone 434-799-5168.**
- **All businesses dealing with food (restaurants, food trucks/mobile vendors, grocery, and convenience stores) must have a health permit from the local Virginia State Health Department, phone 434-799-5190. Any business serving prepared food and beverages must sign up for Meals Tax at the Commissioner of the Revenue Office located at the Charles Harris Financial Building, 311 Memorial Drive, phone 434-799-5145.**
- **All businesses dealing with alcoholic beverages must have an ABC permit from the ABC Board (800) 552-3200.**
- **All businesses selling retail must register with the Virginia Department of Taxation, phone 804-367-8037.**
- **All contracting businesses with individual job costs of \$1,001 or more must also have a Virginia State Contractors License and be bonded for \$5,000 (Class A State License does not need the \$5,000 bond). A Virginia State Contractors License can be obtained from the Department of Professional and Occupational Regulation, phone 804-367-8511.**
- **In addition all contracting businesses with three or more employees must have worker's compensation insurance. Contractors with two employees or less do not have to have worker's compensation insurance but are required to fill out a rejection of coverage form. Contractors please click here for a PDF packet with more detailed information and forms. For any questions about worker's compensation please visit the website at <http://www.workcomp.virginia.gov/>**



James M Gillie  
COMMISSIONER

City of Danville  
OFFICE OF  
COMMISSIONER OF THE REVENUE

NEW BUSINESS LICENSE FORM



311 MEMORIAL DRIVE  
PO BOX 480  
DANVILLE, VIRGINIA 24543  
(434) 799-5145

TRADE NAME \_\_\_\_\_

FED TAX ID OR SS # \_\_\_\_\_ ESTIMATED GROSS UNTIL YEAR END \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

LOCAL BUSINESS ADDRESS \_\_\_\_\_

LOCAL BUSINESS PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE# \_\_\_\_\_

**CHECK APPLICABLE** AND SUPPLY INFORMATION RELATING TO OWNERSHIP



**INDIVIDUAL** NAME \_\_\_\_\_ SS# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

**PARTNERSHIP** NAME (1) \_\_\_\_\_ SS# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

NAME (2) \_\_\_\_\_ SS# \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

**CORP OR LLC** NAME \_\_\_\_\_

ADDRESS OF CORP. OFFICE \_\_\_\_\_

PHONE # OF CORP. OFFICE \_\_\_\_\_

CONTRACTORS (PROVIDE STATE LICENSE #)

CLASS A # \_\_\_\_\_ CLASS B # \_\_\_\_\_ CLASS C # \_\_\_\_\_

TYPE OF CONTRACTOR \_\_\_\_\_

BEGINNING DATE OF BUSINESS IN DANVILLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ (PARTNER) \_\_\_\_\_