

BUSINESS LICENSE CLASSIFICATIONS & RATES

BUSINESS SERVICE Minimum of \$30 license required.
\$0.36 per \$100 of gross receipts
CONTRACTOR Minimum of \$30 license required.
\$0.16 per \$100 of gross receipts
RETAIL Minimum of \$30 license required.
\$0.20 per \$100 of gross receipts
PROFESSIONAL Minimum of \$30 license required.
\$0.40 per \$100 of gross receipts
DIRECT SELLER No fee under \$4,000.
\$0.20 per \$100 of gross receipts
WHOLESALE MERCHANT (GROSS PURCHASES):
\$0-10,000 = \$100
\$10,001-50,000 = \$100 + \$0.50/\$100 over \$10,001
\$50,001 & up = \$300 + \$0.12/\$100 over \$50,001

GENERAL TAX INFORMATION

SALES AND USE TAX

Every individual, partnership, corporation, etc., engaging in retail business in Virginia is required to register with the Virginia Department of Taxation.

FEDERAL INCOME TAX

All businesses must file an annual income tax return. The federal income tax is a pay-as-you-go tax. The most common form for filing business income is the Federal Schedule C, Profit or Loss from Business. (Refer to IRS Publication 583 for more information.)

SELF-EMPLOYMENT TAX

Self-employment tax is a social security and Medicare tax primarily for individuals who work for themselves.

EMPLOYMENT TAXES

As the employer, you are responsible for certain employment taxes. These taxes include, Social security and Medicare taxes, Federal income tax withholding, and Federal unemployment tax.

STATE INCOME TAX

The state income tax is based on the federal income tax return.

CONTACT INFORMATION

Dept. of Professional and Occupational Regulation
9960 Mayland Drive, Richmond, VA 23233
(804) 367-8500 • www.dpor.virginia.gov

Dept. of Economic Development
116 W. Beverley Street, Staunton, VA 24401
(540) 332-3869 • www.ci.staunton.va.us

Health Dept.
1414 N. Augusta Street, Staunton, VA 24401
(540) 332-7830 • www.vdh.virginia.gov

IRS
(800) 829-1040 • www.irs.gov

Planning and Zoning Division
116 W. Beverley Street, Staunton, VA 24401
(540) 332-3862 • www.ci.staunton.va.us

Staunton Creative Community Fund
10 Byers Street, Staunton, VA 24401
(540) 213-0333 • www.stauntonfund.org
*SCCF is NOT affiliated with City of Staunton.

Staunton Downtown Development Association
110 W. Johnson Street, Staunton, VA 24401
(540) 332-3867 • www.stauntondowntown.org

State Corporation Commission
1300 E. Main Street, Richmond, VA 23218
(804) 371-9967 • www.scc.virginia.gov

Virginia ABC
38 Professional Way, Verona, Virginia 24482
(540) 332-7800 • www.abc.virginia.gov

Virginia Department of Taxation
1957 Westmoreland Street, Richmond, VA 23218
(804) 367-8037 • www.tax.virginia.gov

Virginia Employment Commission
1076 Jefferson Highway, Staunton, VA 24401
(540) 332-7750 • www.vec.virginia.gov

Virginia Workers' Compensation Commission
333 E. Franklin Street, Richmond, Virginia 23219
(877) 664-2566 • www.vwc.state.va.us



**BUSINESS
LICENSE
INFORMATION
FOR THE
CITY OF
STAUNTON**

COMMISSIONER OF THE REVENUE

Maggie Ragon
116 W. Beverley Street
P.O. Box 4
Staunton, VA 24402
(540) 332-3829
revenue@ci.staunton.va.us
www.staunton.va.us/cor

*QUESTIONS, CONCERNS?
PLEASE CONTACT OUR OFFICE FOR
MORE INFORMATION!*

GENERAL BUSINESS LICENSE INFORMATION

WHAT IS A BUSINESS LICENSE?

A business license is an annual tax paid each calendar year for the privilege of doing business within the City of Staunton. A license must be obtained within 30 days of the beginning of operation.

A business license is evidence that you have paid tax to our locality. Other permits, registrations, or licenses may be required.

WHO IS REQUIRED TO OBTAIN A BUSINESS LICENSE WITH THE CITY OF STAUNTON?

1. Any person maintaining a definite place of business in the City of Staunton.
2. Any person that does not maintain a definite place of business in another locality, but resides in the City of Staunton.
3. Any person/business engaging in business in the City of Staunton as a peddler or itinerant merchant.
4. Any person engaging in business in the City of Staunton as a state licensed contractor.

HOW LONG IS A BUSINESS LICENSE VALID?

A business license is based on calendar year and expires as of December 31.

HOW MUCH DOES A BUSINESS LICENSE COST?

Most license taxes are based on gross receipts and the rate varies with the type of business you intend to engage in. The City of Staunton requires a minimum license of \$30.

HOW DO I RENEW THE BUSINESS LICENSE?

If you have a current license with the City of Staunton, you will receive a renewal notice from our office. The business license must be renewed by March 1st of the tax year.

ARE THERE ANY RESTRICTIONS ON WHERE I CAN OPERATE MY BUSINESS?

You will need to verify with the City of Staunton Planning and Zoning Division that the location you have chosen for your business is zoned for the activity you wish to conduct.

WHAT IF I OPERATE MY BUSINESS FROM MY HOME?

You may be required to obtain a Home Occupation Permit to operate your business from a home address. The permit is issued through the City of Staunton Planning and Zoning Division.

HOW DO I OBTAIN A FEDERAL EMPLOYEE IDENTIFICATION NUMBER?

A FEIN is a unique nine-digit number assigned by the Internal Revenue Service to a business for the purpose of identification and tax administration. A sole proprietor is not required to obtain a FEIN to operate a business.

DO I NEED A DBA OR FICTITIOUS NAME?

Sole Proprietor or Partnership: If your business name does not contain your surname, you will need to register the name as a fictitious name with the State Corporation Commission.

Corporation (LLC, Inc., S-Corp): To incorporate your business in Virginia, you must register with the State Corporation Commission.

I AM PAID ON A 1099 WITH MY EMPLOYER. DO I NEED A BUSINESS LICENSE?

Yes. As a 1099 employee, you are considered an independent contractor and are responsible for paying your own taxes on a federal, state, and local level.

I ONLY DO THIS BUSINESS PART-TIME. DO I NEED A BUSINESS LICENSE?

Yes. Even if you conduct business on a part-time basis, or hobby related basis, you are required to obtain a license.

HOW DO I CLOSE MY BUSINESS LICENSE?

In order to close your business license, you must notify our office in writing that you have ceased to operate your business and provide a closing date and a signature.

LOCAL TAX INFORMATION

Note: Not all taxes may apply to your business.

MEALS TAX

Every restaurant, caterer, coffee shop, convenience store, grocery deli, etc. located in the City of Staunton engaged in the business of selling meals and/or beverages is required to remit the monthly meals tax collected to the Commissioner of the Revenue's office by the 20th of each following month.

OCCUPANCY TAX

Every hotel, motel, bed & breakfast, or other lodging place located in the City of Staunton that, for compensation, furnishes lodging to four or more transients is required to remit the monthly occupancy tax collected to the Commissioner of the Revenue's office by the 20th of each following month.

BUSINESS TANGIBLE PERSONAL PROPERTY TAX

Every business located in the City of Staunton is required to file a return listing all business equipment, furniture, fixtures, tools, etc. by May 1st of each tax year.