

FREDERICK COUNTY, VIRGINIA

ELLEN E. MURPHY, COMMISSIONER OF THE REVENUE

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BUSINESS LICENSE: Leighann Miller - 540.722.8328 or Heidi Largent - 540.722.8329
 BUSINESS EQUIPMENT: Maria Price - 540.722.8393
 BUSINESS DIVISION SUPERVISOR: Bev Rosato - 540.722.8336
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**** SUBMISSION REQUIREMENTS for ALL BUSINESSES ****

ALL BUSINESSES	INITIAL Business License Application Process	INITIAL Registrations for Certain Businesses	ANNUAL RENEWAL	OTHER Requirements
	<ul style="list-style-type: none"> Business License Application Zoning Review Form (Approved by Frederick County Department of Planning) 		<ul style="list-style-type: none"> Business License Renewal Application (by MARCH 1) 	<ul style="list-style-type: none"> Annual Return of Tangible Personal Property [762B, 762S, 762M or 762P] (by MARCH 1) Renewed Business License Payment (by APRIL 1) Report any Closing or Changes (Location, Business Type, Contact Info.)

**** ADDITIONAL SUBMISSION REQUIREMENTS for CERTAIN BUSINESSES ****

TYPE OF BUSINESS:	INITIAL Business License Application Process	INITIAL Registrations for Certain Businesses	ANNUAL RENEWAL (by MARCH 1 unless otherwise noted)	OTHER Ongoing Requirements
Individual or Sole Proprietor NOT Using Owner's Legal Name for Business Name	<ul style="list-style-type: none"> Certificate of Assumed or Fictitious Name (filed with Clerk of Frederick County Circuit Court) 			
Frederick County CONTRACTORS Who HAVE a Virginia State Contractor's License	<ul style="list-style-type: none"> Contractor's Certificate of Worker's Compensation Insurance [even if exempt] Virginia State Contractor License Information Virginia Tradesman License Info (if applicable) 		<ul style="list-style-type: none"> Contractor's Certificate of Worker's Compensation Insurance [even if exempt] Updated License Information 	<ul style="list-style-type: none"> List of Subcontractors Form (if applicable)
Frederick County CONTRACTORS Who DO NOT HAVE a Virginia State Contractor's License	<ul style="list-style-type: none"> Contractor's Certificate of Worker's Compensation Insurance [even if exempt] Contractor Written Statement & Affidavit 		<ul style="list-style-type: none"> Contractor's Certificate of Worker's Compensation Insurance [even if exempt] Contractor Written Statement & Affidavit 	
OUT-OF-JURISDICTION CONTRACTORS	<ul style="list-style-type: none"> Contractor's Certificate of Worker's Compensation Insurance [even if exempt] Virginia State Contractor License Information Virginia Tradesman License Info (if applicable) Gross Receipts Calculation Form 		<ul style="list-style-type: none"> Contractor's Certificate of Worker's Compensation Insurance [even if exempt] Gross Receipts Calculation Form Updated License Information 	<ul style="list-style-type: none"> List of Subcontractors Form (if applicable)
BUSINESS SELLER OF MEALS/BEVERAGES		<ul style="list-style-type: none"> Registration for Meals Tax 		<ul style="list-style-type: none"> Seasonal Business Information Monthly Tax Return Filing Monthly Trust Tax Payment
BUSINESS SELLER OF TRANSIENT OCCUPANCY (LODGING)		<ul style="list-style-type: none"> Registration for Lodging Tax 		<ul style="list-style-type: none"> Seasonal Business Information Monthly Tax Return Filing Monthly Trust Tax Payment
BUSINESS SHORT-TERM RENTAL PROPERTY		<ul style="list-style-type: none"> Application for Cert. of Registration 	<ul style="list-style-type: none"> Annual Application for Certificate of Registration (DUE by JANUARY 31) 	<ul style="list-style-type: none"> Quarterly Tax Return Filing Quarterly Tax Payment
MISCELLANEOUS	Certain businesses that fall into the miscellaneous category (massage therapist, junk dealer, pawnbroker, precious metals dealer, etc.) may need to complete additional requirements <u>prior</u> to obtaining and renewing a business license. See Code of Virginia and Frederick County Code for details.			