



**TOWN OF CHINCOTEAGUE**  
**6150 COMMUNITY DRIVE**  
**CHINCOTEAGUE ISLAND, VIRGINIA 23336**  
**PHONE: 757-336-6519**  
**FAX: 757-336-1965**

**BUSINESS LICENSE APPLICATION/RENEWAL**

**For the Business License Year:** \_\_\_\_\_

Is this a NEW Business? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, what date did the business start? \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

TRADING AS \_\_\_\_\_

TYPE OF BUSINESS OR PROFESSION \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

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

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FEDERAL ID NUMBER \_\_\_\_\_

NUMBER OF BEDROOMS \_\_\_\_\_ AGENCY \_\_\_\_\_

**GROSS RECEIPTS BASED ON PREVIOUS TAX YEAR**

*SEE REVERSE FOR RATES*

**CALCULATE YOUR FEE**

PRIOR YEAR GROSS RECEIPTS _____
TAX AMOUNT DUE ON GROSS RECEIPTS _____
LATE PENALTY PAYMENT (10%) _____
INTEREST CHARGES (10% PER ANNUM STARTING AFTER MAY 1st) _____
<b>TOTAL AMOUNT DUE</b> _____

I (We) do hereby certify that the amount returned as TOTAL GROSS from my business or profession as reported herein is true and correct, and that I am familiar with the town ordinance providing for penalties and revocation of my (our) license for making false or fraudulent statements in this application.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

**PRINCIPAL OWNERS OF THE BUSINESS:**

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

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

PHONE NUMBER \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

**CALCULATING YOUR TAX AMOUNT:**

RETAIL SALES RATE:

Prior Year Gross Receipts X .0013 = Tax Amount

WHOLESALE SALES RATE:

Prior Year Gross Receipts X .0005 = Tax Amount

**MINIMUM TAX AMOUNT \$50.00 MAXIMUM TAX AMOUNT \$500.00**

**\*\*CONTRACTORS**

- All contractors applying for business license must provide proof of Workman Compensation Insurance, and a completed contractor's Certification of Insuring Liability for Workman Compensation in Virginia before a license can be issued.
- All contractors applying for business license must provide a current VA contractor card.