



Petersburg, Virginia
 Brittany C. Flowers
 COMMISSIONER OF THE REVENUE
 144 N Sycamore St • Petersburg, VA 23803
 Phone: 804.733.2315
 Fax: 804.508.6948

COMMISSIONER'S OFFICE USE ONLY	
<input type="checkbox"/> Contractors Affidavit	<input type="checkbox"/> Health Certificate
<input type="checkbox"/> Professional License	<input type="checkbox"/> Tax Return Schedule
<input type="checkbox"/> Workers Comp	<input type="checkbox"/> Health Certificate
<input type="checkbox"/> Tradesman	
<input type="checkbox"/> Contractor License	<input type="checkbox"/> SCC
Initials _____	

Account # _____
 Tax Year: **2022**

CITY OF PETERSBURG BUSINESS LICENSE ASSESSMENT

This Assessment is valid ONLY for this locality with the exception of Contractors:

- Enter your "gross receipts" for last year's income as the basis for determine your license fee. Gross receipts entered on your business license should equal the gross entered on your IRS form 1040, Schedule C, or form 1120, which is used to file your income tax. **Zero is not an acceptable figure of gross receipts, unless that is the figure used for tax purposes. Business License renewals must be filed by March 1st.**
- The filing of Business Tangible Personal Property and for Machinery & Tools is filed **ANNUALLY on or before March 31st.**
- The completion of this Business License Assessment does not constitute approval to conduct business, compliance of State & Local regulations are mandatory. Lacking proof of Business Gross Receipts is not a valid reason for filing late and is required to be submitted.
- **PLEASE SEE BACK FOR INSTRUCTIONS**
- **Effective December 2016:** Contractors must complete Form 61A, the Contractor's Certification of Insuring Liability for Worker's Compensation online at www.workcomp.virginia.gov : A copy of your certification letter is required at renewal to ensure compliance.
- **CLOSED/MOVED BUSINESS:** If you closed or moved your business prior to Jan 1 of current tax filing period, indicate status by choosing one of the following: **Closed** **Moved** (**address of new location required**) **Date:** _____ **sign below and return.**

Type of License* (see OATH below)	Code	Actual Gross Receipts Jan 1 – Dec 31	Total Tax or Fee
			\$
Adjustment			\$
*LATE FILING PENALTY APPLIES IF FILED AFTER MARCH 1ST		* 10% Late Filing Penalty	\$
Make check payable to: City of Petersburg Mail to: Commissioner of the Revenue 144 N Sycamore St., Petersburg VA 23803		TOTAL AMOUNT DUE	\$

It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)

OATH: * By submitting this Assessment, I the undersigned do swear or affirm under penalty of perjury that (1) I agree with the description of the "Type of License" and understand the limits of this Business License, (2) I must notify the office of the Commissioner of the Revenue if this business activity changes in any way or relocates, (3) the figures and statements herein are true, complete, and correct to the best of my knowledge and belief, (4) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign, and (5) furthermore, as the applicant I accept the responsibility of confirming with the City's Planning Department that the location listed above is properly zoned for the licensable activities being conducted there.

Signature of person who is authorized and filed _____ Print Name and Title _____ Date _____

Email Address: _____ Daytime Telephone No.: _____

Federal ID # _____

NOTICE OF RIGHT OF APPEAL AND PROCEDURES

Any person assessed with a local license tax as a result of an appealable event has the right to file an administrative appeal of the assessment. The appeal must be: (1) filed within one year from the last day of the tax year for which such assessment is made, or within one year from the date of the appealable event, whichever is later, and (2) sent to—Commissioner of the Revenue, 144 N Sycamore St. Petersburg, VA 23803. For more info, including specific appeal procedures, required content, etc., go to www.petersburg-va.org or VA Code § 58.1-3703.1 et seq.

CITY OF PETERSBURG RENEWAL



City of Petersburg



Renewal Instructions

1. If your renewal application is preprinted by this office, please check all the data for accuracy and make any necessary corrections.
2. Please provide gross receipts from beginning of year or start date through Dec 31st.
3. If you started a new business in the previous year, please provide your actual gross receipts *and* an **estimate** for the year 2022.
4. Please provide a copy of any state required regulation or professional designation license issued.

Contractors:

If renewing for the new year and have an active or upcoming job in this locality, please provide the following:

- State Contractors License issued from DPOR
- Workers Compensation Certificate
- Job start date and location address

10% filing penalty after below due dates

Business License Renewal due **March 1st**

Business Tangible Forms due **March 31st**

COMMISSIONER OF THE REVENUE OFFICE
144 N Sycamore Street Petersburg VA 23803
804-733-2315 | | www.petersburg-va.org