



City of Petersburg  
COMMISSIONER OF THE REVENUE

# \_\_\_\_\_

**BUSINESS LICENSE ACTION FORM**

APPLICANT'S NAME \_\_\_\_\_

APPLICANT'S HOME ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_

HOME TELEPHONE NO. \_\_\_\_\_ BUSINESS TELEPHONE NO. \_\_\_\_\_

BUSINESS ADDRESS IN CITY OF PETERSBURG \_\_\_\_\_

\_\_\_\_\_ TAX PARCEL NO. \_\_\_\_\_

IF INCORPORATED, NAME OF CORPORATION \_\_\_\_\_

\_\_\_\_\_ FEDERAL I.D. NO. \_\_\_\_\_

CORPORATE HOME OFFICE MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

**IMPORTANT INFORMATION FOR ALL APPLICANTS**

*Prior to the issuance of a business license to do business in the City of Petersburg, the 7 steps listed below must be completed. Issuance of a business license does not relieve business operators of the responsibility of obtaining all other licenses and permits required by relevant laws, ordinances, and regulations. Consult with the Building Official (804 733-2409) prior to any actions to construct, reconstruct, enlarge, alter, or demolish any structure; change a structure's use; or to install or alter any equipment which is regulated by the Uniform Statewide Building Code.*

**STEP NO. 1 DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT (ZONING)**  
733-2308 Located on the third floor of City Hall

Disposition: Approved / Denied Zoning Designation \_\_\_\_\_

REASONS/STIPULATIONS \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

Signature of Authorized Authority

*Any aggrieved person may appeal this zoning decision to the Board of Zoning Appeals within thirty (30) days of the date of this decision. It shall be final and unappealable if not appealed within 30 days. The appeal fee is \$50.*

**STEP NO. 2 CITY TREASURER** 733-2318 Located on first floor of City Hall

Disposition: Approved / Denied

REASONS/STIPULATIONS \_\_\_\_\_

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\_\_\_\_\_

DATE: \_\_\_\_\_

Signature of Authorized Authority

**STEP NO. 3 BUREAU OF CODE COMPLIANCE (BUILDING INSPECTIONS)**  
733-2409 Located at 106 W. Tabb St. across from City Hall

Disposition: Approved / Denied

REASONS/STIPULATIONS \_\_\_\_\_

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\_\_\_\_\_

DATE: \_\_\_\_\_ Signature of Authorized Authority

**STEP NO. 4 HEALTH DEPARTMENT** 863-1652 Ext. 224 Located at 301 Halifax Street

Disposition: Approved / Denied

REASONS/STIPULATIONS \_\_\_\_\_

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\_\_\_\_\_

DATE: \_\_\_\_\_ Signature of Authorized Authority

**STEP NO. 5 CLERK OF CIRCUIT COURT** 733-2367 Located at Courthouse Hill, Sycamore St.

Disposition: Approved / Denied

REASONS/STIPULATIONS \_\_\_\_\_

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\_\_\_\_\_

DATE: \_\_\_\_\_ Signature of Authorized Authority

**STEP NO. 6 POLICE DEPARTMENT** 732-4222 Located at 37 East Tabb St.

Disposition: Approved / Denied

REASONS/STIPULATIONS \_\_\_\_\_

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\_\_\_\_\_

DATE: \_\_\_\_\_ Signature of Authorized Authority

**STEP NO. 7 COMMISSIONER OF REVENUE** 733-2315 Located on the first floor of City Hall

Disposition: Approved / Denied

REASONS/STIPULATIONS \_\_\_\_\_

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\_\_\_\_\_

DATE: \_\_\_\_\_ Signature of Authorized Authority