



### STATE CORPORATION COMMISSION (SCC)

When you're starting a new business, you will need to determine the business structure that's right for you.

Structures include:

- Sole Proprietor
- Business Trust Corporation
- General Partnership
- Limited Liability Company (LLC)
- Limited Partnership.

The State Corporation Commission's business hours are from 8:15 a.m. to 5 p.m. For general information, call 804-371-9967, 804-371-9733 or at 1-800-552-7945.

### OUR STAFF:

Brittany C. Flowers  
Commissioner of the Revenue

Monica Gholson Chief Deputy  
Lakia Brooks Business License Inspector  
Shaphon Harper Deputy IV  
Linda Scott Deputy III  
Charlotte Randolph Deputy Clerk I

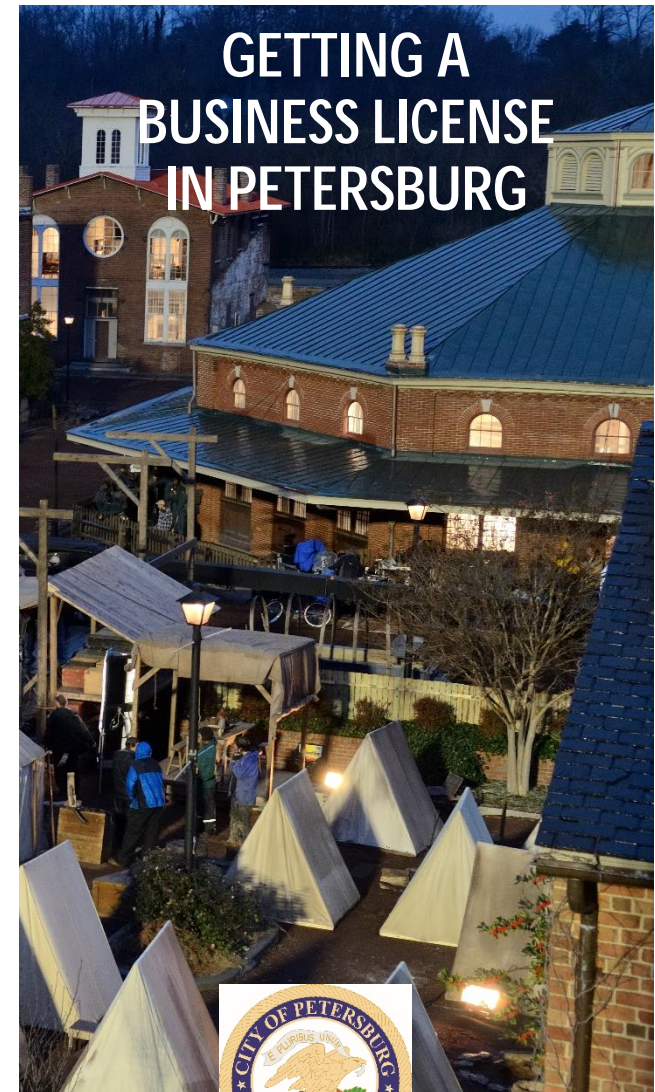
### HOURS OF OPERATION:

Monday-Friday, 8:30am-5pm.  
144 N Sycamore St  
Petersburg, VA 23803  
(804) 733-2315

If you have any questions or concerns, please do not hesitate to contact our office at the information above. For additional information you may access our website at: [www.petersburgva.gov](http://www.petersburgva.gov)

Thank you again for operating your business in the City of Petersburg. Best of Luck with your Business!!!

The Honorable Commissioner of the Revenue  
Brittany C. Flowers  
[bflowers@petersburg-va.org](mailto:bflowers@petersburg-va.org)





### \*\*\* FOR ALL APPLICANTS\*\*\*

## 5-STEP BUSINESS LICENSE PROCESS

### STEP 1

Billing & Collections

144 N. Sycamore St. (804) 733-2349

### STEP 2

Planning & Community Development (Zoning)

133 N. Union St. 3rd Floor (804) 733-2308

### STEP 3

Fire Marshal

\*Will Need to Schedule an Appointment\*

3321 Johnson Road (804) 733-2392

### STEP 4

Health Department (If Applicable)

301 Halifax Street (804) 863-1652

### STEP 5

Commissioner of the Revenue

144 N. Sycamore St. (804) 733-2315

Prior to the issuance of a license to do business in the City of Petersburg, the steps listed herein 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 law, ordinances, or regulations.
- A business license does not authorize any construction activity or structural changes to buildings or structures, regulated by the Uniform Statewide Building Code. You must consult with the Code Compliance Office (804) 733-2409 for permit requirements.
- All departments listed on the Business License Action Form are governed by both City of Petersburg ordinances and the State Code of Virginia.

## **OPERATING A BUSINESS**

Businesses must obtain and maintain a valid Business License.

Home-based businesses require a Home Occupation Permit from the Planning and Zoning Department.

## **OTHER POSSIBLE DOCUMENTS NEEDED**

- Trade Name Certificate – Register with the State Corporation Commission (SCC), see the State Corporation Commission section for more details.
- SCC Certification (such as LLC) – If applicable, please see the SCC section for more details.
- Professional Certification – Certification for a specific area that REQUIRES State Certification, see examples section for more details.
- Federal ID Number/EIN – if applicable, contact the IRS 1-800-829-4933 EXT 1.

## **KEY INFORMATION**

**Sale of Alcoholic Beverages** – provide copy of State ABC License – 1-800-552-3200.

**Sale of Food** – Copy of Local Health Permit, 1-804-863-1652, Complete the Commissioner of the Revenue meals tax form.

**Sale of Cigarettes** – State License to Sell, Complete the Commissioner of the Revenue registration form.

