



City of Alexandria 2007 Business License Application

Business Tax Branch
City Hall - Room 1400
P.O. Box 178, Alexandria, VA 22313
(703) 838-4680
alexandriava.gov

Owner's Name _____

Owner's Address (Street) _____ (Suite) _____
(City) _____ (State) _____ (Zip) _____

Ownership Type: (Check appropriate box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sole Proprietorship	Partnership	Corporation	Limited Liability Company	
	(List names & addresses of all partners on a separate sheet of paper)		(List name & address of registered agent)	

Federal Tax ID # or Social Security #

Sales Tax Identification Number

Business Trade Name: _____

Business Location Address: (Street) _____ (Suite) _____
(City) _____ (State) _____ (Zip) _____

Business Mailing Address: (Street) _____ (Suite) _____
(City) _____ (State) _____ (Zip) _____

Business Telephone Number: _____ **Number of Employees:** _____

E-Mail Address: _____

Description of Business: _____

NAICS Code Number(s): _____

Enter 6 digit (NAIC) North American Industry Classification System Code(s) Used for Income Tax Filings. <http://www.census.gov/epcd/www/naics.html>

Transfer of Ownership **or New Business** **Date Business Began in City:** _____
(Check appropriate box)

2007 Estimated Gross Receipts: _____ **Bank Name:** _____

2006 Actual Gross Receipts: _____

Do you own a vehicle that is used for business purposes? (Check appropriate box) **Yes** **No**

Vehicle Identification Number(s): _____ **Percentage of Business Use:** _____ %
(Attach an additional page, if you have more than one vehicle.)

Signature: _____ **Date:** _____
(An original signature of owner or authorized corporate representative is required.)

- For instructions on obtaining a business license, and filing for business personal property, refer to the instruction page following this form.
- Please note that a business may require more than one business license if it engages in more than one kind of licensable activity.
(e.g. A retail store that also provides a professional consulting service or a restaurant that also retails packaged food or T-shirts)
- To avoid a statutorily assessed business personal property tax bill, a business personal property tax return must be filed on or before May 1.

PROCEDURE FOR OBTAINING A BUSINESS LICENSE IN THE CITY OF ALEXANDRIA

1. Print and complete this business license application and submit it to the Business Tax Branch, located at 301 King Street, 1st Floor, Room 1400, Telephone: (703) 838-4680.
2. If your business is, or will be, located in the City of Alexandria, the Business Tax Branch staff will provide you with an “Interdepartmental Form” which must be completed. This form designates City offices and departments you must visit and obtain permits from, before returning to the Business Tax Branch to complete the business license application process. Please complete the following steps for the business license “walk-through” process:
 - a. Present the Interdepartmental Form to the Zoning Department for approval. The Zoning Department is located at 301 King Street, 2nd Floor, Room 2100, Telephone: (703) 838-4688.
 - b. Present the Interdepartmental Form to the Code Enforcement Bureau for approval and the issuance of the Certificate of Occupancy and Permits. The Code Enforcement Bureau is located at 301 King Street, 4th Floor, Room 4200, Telephone: (703) 838-4360.
 - c. If your company will be operating under a name other than the “applicant’s name,” you will be referred to the Clerk of the Circuit Court to register your company’s “fictitious/trade name,” located at 520 King Street, 3rd Floor, Room 307, Telephone: (703) 838-4044. A fee of \$10.00 will be charged by the court clerk to register the fictitious trade name.
3. You may be required to visit other City offices to obtain additional permits depending on the specific business activity in which your firm engages. The Business Tax Branch will inform you of the approvals needed. For example, if you are opening a restaurant, you will be required to obtain a permit from the Health Department in addition to registering for Meals Sales Tax.
4. If your business is an out-of-state corporation, please provide a copy of the Certificate of Authority from the Virginia State Corporation Commission. If your business is a Virginia corporation or limited liability company, please provide a copy of the Certificate of Incorporation or Certificate of Organization. The Virginia State Corporation Commission’s telephone number is (804) 371-9733. An online “Business Registration Guide” is available on the Virginia State Corporation Commission web site. <http://www.scc.virginia.gov/division/clk/brg.htm>
5. If you have purchased the business, and as a condition of the sale you acquired all of the assets and liabilities, you are entitled to apply to the City Finance Director to transfer the business license from the old to the new business by completing a “Request for Transfer of City Business License” form. The form must be notarized and submitted along with the business license application. You must also provide a copy of the signed and dated purchase agreement detailing the terms and conditions of the sale. This agreement should specifically refer to the sale and purchase of the assets and liabilities.
6. If your business activity requires state certification or licensing, you must provide a copy of these certificates and licenses to the Business Tax Branch (i.e. physicians, attorneys, cosmetologists etc.) In addition to the above requirements all contractors must complete the “Virginia Worker’s Compensation Commission Form” which can be obtained from the Business Tax Branch.
7. After obtaining the necessary approvals and permits from the applicable City offices and departments, return to the Business Tax Branch for final processing of your application and computation of your Business Tax liability.
8. After the Business Tax Branch has calculated the tax liability, go to the Treasury Division, Room 1510 to pay your taxes and have your application validated by the cashier. Return to the Business Tax Branch to provide proof of payment and receive your business license.

References

City of Alexandria Code, Title 9 (Licensing and Regulation) may be accessed online from the City’s web page and cross references to pertinent sections of the “The Code of Virginia”, may be accessed online. <http://leg1.state.va.us/lis.htm>

GENERAL INFORMATION REGARDING BUSINESS PERSONAL PROPERTY TAX IN THE CITY OF ALEXANDRIA

Any individual, partnership, or corporation, engaged in any business or profession in the City of Alexandria as of January 1ST, of a given year, must complete and file a “Business Personal Property Tax Return” no later than May 1. All tangible business personal property, including furniture, fixtures, machinery, tools, computers and peripherals used in any business or profession must be reported. Completed returns can be delivered to City Hall, 301 King Street, Business Tax Branch, Room 1400 or mailed to the Department of Finance, City of Alexandria, Business Tax Branch, P.O. Box 178, Alexandria, VA 22313.

The law requires full and complete returns: therefore, a taxpayer must enter the purchase cost of all property owned or in his or her possession. It is imperative that all tangible business personal property be reported and its purchase cost entered in the proper column.

Property being paid for by installments as a condition of sale, is assessable in the name of the person possessing the property. The law allows no deduction for indebtedness against tangible business personal property. Leased or rented tangible personal property must also be reported in addition to the name and address of the lessor (owner) responsible for payment of the local personal property tax. If a business is located in the city after January 1ST, of a given year, there is no business personal property tax liability for that year. If a business moves or ceases business after January 1ST, the business is liable for the full tax year.

THERE IS NO PRORATION OF A BUSINESS PERSONAL PROPERTY TAX BILL.