City of Alexandria

INTERDEPARTMENTAL FORM FOR APPROVALS, REFERRALS, AND REQUIREMENTS TO OBTAIN A BUSINESS LICENSE

Owner/Applicant Name ___________________________ Trade Name ___________________________

Business Address ___________________________ Nature of Business ___________________________

Zoning and code approvals, miscellaneous tax registrations and any other relevant permits or licenses must be submitted with the Business License Application. (Code approval is subject to zoning approval.)

1. □ Permit Center (One Stop Shop)
   Office of Building and Fire Code Administration
   301 King Street, 4th Floor, Room 4200
   Telephone: 703.746.4200

   Zoning Approval
   Zone: ___________________________ Use: ___________________________
   □ Approved □ Approved with restrictions □ Disapproved □ Add’l Info. Req’d
   Zoning/Restrictions/Conditions:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

   Date ___________________________ Signature ___________________________

   Code Approval
   □ No Additional Code Enforcement Permit Required
   □ Additional Permits Required – Applicant Notified
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

   Date ___________________________ Signature ___________________________

Registration: Miscellaneous Tax Package (if applicable)

□ Meals Sales Tax (Restaurant, Carry Out, Etc.) □ Transient Lodging Tax (Hotels, Apartment Hotels, Short-Term Rental Housing, Etc.)

□ Short-Term Rental Tax (Equipment Rental) □ Admission Tax (Movie Theaters, Concerts, Tours, Performance, Amusement, Etc.)

Additional Requirements: (If applicable)

2. □ Virginia State Corporation Commission (Office of the Clerk)
   Entity Formation & Registration of Fictitious Trade Name
   Virginia State Corporation Commission, P.O Box 1197, Richmond, VA  23218
   (804) 371-9733  https://www.scc.virginia.gov

3. □ Transportation and Environmental Services (Traffic Division) (hauling, rickshaws, pedicabs, etc.) City Hall, 301 King Street, Room 4100, Telephone: 703.746.4025

4. □ Health Department (Health Permit) (restaurants, grocery stores, hotels, childcare facilities, mobile food trucks, schools, etc.) 4480 King St., Telephone: 703.746.4910 https://www.alexandriava.gov/health

5. □ Police Department (Police Clearance and Permits) (antique dealers, check cashing, dealers of second-hand articles, junk dealers, jewelry stores, pawnbrokers, precious metals, gems, and solicitors, etc.)

6. □ Other: ____________________________________________________________

   Taxpayer Signature ___________________________ Date ___________________________

For additional information go to alexandriava.gov/businesstax

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