City of Alexandria

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

Owner/Applicant Name _____ **Business Name/Trade Name** _____

Business Address _____ **Nature of Business** _____

Signature and Date _____ **Contact Email Address** _____

☐ ***Check this box for retail merchants selling tobacco, nicotine, and/or hemp products in two-thirds or more of their tenant space.***

INTERNAL USE ONLY:

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. ☐ **Department of Planning and Zoning - Email: PCZoning@alexandriava.gov Telephone: 703.746.4333**

Zoning Approval **Zone:** _____ **Use:** _____

☐ **Approved** ☐ **Approved with restrictions** ☐ **Disapproved** ☐ **Additional Information Required**

Zoning/Restrictions/Conditions: _____

_____

Date _____ **Signature** _____

2. ☐ **Department of Code Administration - Email: Permit.Center@alexandriava.gov Telephone: 703.746.4200**

Code Approval

☐ **No Additional Code Enforcement Permit Required** ☐ **Additional Permits Required – Applicant Notified**

_____

Date _____ **Signature** _____

Additional Requirements *(if applicable)*:

3. ☐ **Virginia State Corporation Commission** (Office of the Clerk) - Entity Formation & Registration of Fictitious Trade Name; Telephone: 804. 371.9733 https://www.scc.virginia.gov

4. ☐ **Transportation and Environmental Services** (Traffic Division) - hauling, rickshaws, pedicabs, etc. Telephone: 703.746.4025 https://www.alexandriava.gov/permits/permit-guidelines-transportation-environmental-services

5. ☐ **Health Permit**
   - **Alexandria Health Department –** full-service restaurants, carry-outs, grocery stores with prepared food, hotels, caterers, hospitals, childcare facilities, mobile food trucks, schools, etc. Telephone: 703.746.4910 Email: AlexEhHealth@vdh.virginia.gov
   - **Virginia Department of Agriculture and Consumer Services (VDACS) -** grocery stores, convenience stores and ice cream shop that do not have food preparations, and home food processing. Telephone: 804.786.3520 Email: foodsafety@vdacs.virginia.gov

6. ☐ **Police Department** (Police Permit) - antique dealers, dealers of second-hand articles, junk dealers, jewelry stores, pawnbrokers, precious metals, gems, and solicitors, etc. pawnservices@alexandriava.gov

7. ☐ **Miscellaneous Tax Registrations**
   - **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.