City of Alexandria

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

<table>
<thead>
<tr>
<th>Owner/Applicant Name</th>
<th>Trade Name</th>
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<thead>
<tr>
<th>Business Address</th>
<th>Nature of Business</th>
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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

□ Approved □ Approved with restrictions □ Disapproved □ Add’l Info. Req’d

Zoning Approval

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<th>Zone:</th>
<th>Use:</th>
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Date

Signature

Code Approval

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

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

Updated January 2020