



City of Alexandria

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

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.)

- 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)

- | | | |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Meal Sales Tax
(Restaurants and Carry Outs)
Information Packet Received: _____ | <input type="checkbox"/> Transient Lodging Tax
(Hotel, Apartment Hotel, etc)
Registration Packet Received: _____ | <input type="checkbox"/> Short-Term Rental Tax
(Vehicles, Equipment, etc)
Application Received: _____ |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

Additional Requirements: (If applicable)

- Clerk of Circuit Court** (Registration of Fictitious Trade Name)
520 King St., Room 307, Telephone: 703.746.4044
<http://alexandriava.gov/clerkofcourt/default.aspx#businesses>
- Transportation and Environmental Services** (Traffic Division) (hauling, rickshaws, pedicabs, etc)
City Hall, Room 4100, Telephone: 703.746.4025
- Health Department** (Health Permit) (beauty salons, massage therapists, restaurants, etc)
4480 King St., Telephone: 703.746.4910
- 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)
- Other:** _____

_____ Taxpayer Signature _____ Date _____