



THE COMMISSIONER OF THE REVENUE
HENRY COUNTY
P.O. Box 1077 Collinsville, VA 24078
Phone: (276)634-4690
**APPLICATION FOR
CONTRACTOR'S BUSINESS LICENSE**



LEGAL BUSINESS NAME: _____

DBA/TRADE NAME: _____

*No person shall conduct or transact business in the Commonwealth under any assumed or fictitious name unless such person files in the office of the clerk of the Commission a certificate of assumed or fictitious name. No Business License application will be accepted by the Commissioner of Revenue without a copy of the certificate of assumed or fictitious name (ref Code of Virginia 59.1-69-76).

SSN OR FEIN#: _____

CONTRACTOR REGISTRATION #: _____

☐ CLASS A ☐ CLASS B ☐ CLASS C ☐ TRADESMAN CERTIFICATION- JOBS<\$1,000

TYPE OF OWNERSHIP: ☐ SOLE PROPRIETOR ☐ LLC ☐ CORPORATION ☐ PARTENERSHIP

BUSINESS PHYSICAL ADDRESS: _____

BUSINESS MAILING ADDRESS (If different from above): _____

BUSINESS PHONE: _____ **EMAIL:** _____

OWNER, OFFICERS OR OTHER RESPONSIBLE PARTY THAT IS AUTHORIZED TO SIGN:

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

PROJECT START DATE: _____ **PROJECT VALUE*** (for calendar year): _____

*The license tax is based on the Business's reasonable estimate of expected Gross Receipts. This estimate will be corrected to actual at the time of renewal, with either a credit or a supplemental billing.

LOCATION OF PROJECT: _____

YOU WILL ALSO NEED TO PROVIDE THE COMMISSIONER OF REVENUES OFFICE WITH A LIST OF ALL SUB-CONTRACTORS FOR THE PROJECTS WITH CONTACT INFORMATION FOR EACH.

REQUIRED DOCUMENTATION NEEDED TO PROCESS A NEW CONTRACTORS LICENSE:

☐ LLC/ARTICLES OF CORPORATION PAPERWORK ☐ OFFICIAL COPY OF EIN/FIN# OR SSN# ☐ VALID ID

☐ 61-A FORM FILLED OUT (Regardless if you have workers' comp or not) ☐ ACTIVE CONTRACTORS LICENSE OR TRADESMAN CERTIFICATION

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

DECLARATION: I declare that the statements and figures hereon are true, complete, and correct to the best of my knowledge and belief

Signature: _____ Date: _____

Printed Name: _____ Title: _____

COR OFFICE USE ONLY

ISSUE DATE: _____ ACCOUNT#: _____ TAX CLERK: _____

PLEASE READ PRIOR TO SUBMITTING FORM

- Out-of-area state licensed contractors performing work in the County must obtain a Henry County business license prior to beginning work unless calendar year gross receipts are expected to be below \$25,000. We offer Reciprocity up to but not including \$25,000. Please reference the Reciprocity application for more information.
- If you are operating a Corporation, LLC or similar entity in Virginia, it must be registered with the Virginia State Corporation Commission. Additionally, if you are using an assumed name, DBA ("doing business as") or T/A ("trading as") business name, a Certificate of Assumed or Fictitious Name must be filed with the State Corporation Commission. Copies of these documents must be submitted at the time of application.
- You will need to provide a copy of your Virginia Class A, B, or C Contractor License or Tradesman certification.
- You will need to provide a copy of your Acknowledgment of Compliance from the Virginia Workers Compensation Commission Insurance Department (61-A Form). Do not send copies of insurance certificates.
- Once a business has a license in Henry County, it must be renewed each year on or before March 1st, or the account closed in writing. Non-filers are subject to administrative assessments.
- No business license shall be renewed until the applicant has paid all delinquent business license and personal property taxes owed by the business to Henry County.
- If any piece of your entity changes (i.e. name, address, phone, email, ownership, etc.) you must notify the Commissioner of Revenue's Office to keep record accurate, update new fictitious name with State Corporation Commission, if applicable, and contact DPOR, if applicable, within 30 days of your changes. These changes would also include:
 - **Closure of business in Henry County.** Failure to notify the Commissioner of Revenue's office of a closure or business has moved out of Henry County will result in unsolicited statutory assessments, penalties, and interest until notification is received.
 - **Business/trade has moved location within Henry County.** In addition to notifying the Commissioner of Revenue's Office, a new Zoning approval would be required.
- The business license tax is based on gross receipts of the business and is assessed at the following rate only if gross receipts are above \$100,000:
 - Contractor: .00025 of Gross Receipts
- **NOTE: The minimum fee for the issuance of a business license is \$30.00**
- Contractor's Business License applications and supporting documents can be submitted by mail, in person or online at henrycountyva.gov

