



# THE COMMISSIONER OF THE REVENUE HENRY COUNTY

P.O. Box 1077 Collinsville, VA 24078

Phone: (276)634-4690



## Checklist for starting a New Business in Henry County

The following checklist and the services described are designed to help you understand the licensing and permitting process of operating a business in Henry County.

The License and permits you need depend on the type of Business you plan to operate. This checklist offers a quick reference to all licenses you may need. Review the following information to help you determine the licenses that are applicable to your business and the documentation you may need to obtain each.

In addition to local licensing, some professions such as attorneys, barbers, cosmetologists, contractors, medical doctors, morticians, etc. require additional Commonwealth of Virginia licensing. For state certification requirements please refer to the Virginia Department of Professional and Occupational Regulation website at <http://www.dpor.virginia.gov>.

**Thank you for choosing Henry County to open and operate your Business! We wish you great success!**

**1. Will your Business be located or conducted within Henry County?**

- ☐ Yes, continue to #2
- ☐ No, then you do not need a Henry County Business license

**2. Have you contacted the Planning and Zoning office (276-634-4620 or completed the online form [here](#)) to see if your business location is zoned for the type of business you intend to conduct? Have you contacted the Inspections Department to determine if the property passes building and fire code requirements? (276-634-4664)**

- ☐ Yes, bring your zoning inspection approval with you to the Commissioner of Revenues office when you apply for your Henry County Business License. Continue to #3.
- ☐ No, contact zoning and inspections office for necessary approvals before proceeding to next step

**3. Do you intend to operate your business outside of your home? Do you rent or lease your home?**

- ☐ Yes, and I rent or lease my home. Please bring in rental/lease agreement to the Commissioner of Revenues office when you come to apply for you Henry County Business License. Continue to #4
- ☐ Yes, and I own my home. Continue to #4
- ☐ No, I do not intend to run business outside of my home. Continue to #4

**4. Will you sell or serve beer, wine and/or liquor?**

- ☐ Yes, contact Virginia Department of Alcoholic Beverage Control (<https://www.abc.virginia.gov/licenses>) to obtain your ABC license. Bring in the license with you to the Commissioner of Revenues office when you apply for your Henry County business license. Continue to #5

☐ No, continue to #5

**5. Will you be selling tobacco/vape products?**

- ☐ Yes, you will need to apply for a Cigarette resale certificate from the Virginia Department of Taxation on form ST-10C. You will need to bring a copy of the filled-out form with you to apply for your business license. Continue to #6
- ☐ No, continue to #6

**6. Will you serve prepared food and beverages?**

- ☐ Yes, contact the Health Department (276-638-2311) for approval. You will need to sign up for Meals Tax collection when you apply for your Henry County business license. Continue to #6
- ☐ No, continue to #6

**7. Are you a general or sub-contractor?**

- ☐ Yes, contact the State Board for Contractors (<https://www.dpor.virginia.gov/boards/contractors>) for state licensing requirements. You will also need to provide a certificate of insurance for workers compensation with you to the Commissioner of Revenues office when applying for a Business License. Download Form 61A (<https://workcomp.virginia.gov/sites/default/files/forms/certificate-of-workers-compensation-insurance-form-61a-03082024.pdf>). Continue to #7
- ☐ No, continue to #7

**8. Will your business be a corporation or LLC?**

- ☐ Yes, contact the State Corporation Commission Clerk's office (804-371-9733) or visit the website (<https://scc.virginia.gov>). After registration, please bring in the paperwork when applying for your business license. Continue to #8
- ☐ No, continue to #8

**9. Will you use a fictitious name or "doing business as" name?**

- ☐ Yes, register online with the State Corporation Commission Clerk's office (<https://scc.virginia.gov/pages/businesses>). Bring proof of registration from the SCC when you come to complete your business license application. Then continue to #9
- ☐ No, continue to #9

**10. Will you be using an EIN#/FIN#?**

- ☐ Yes, please apply for you EIN#/FIN# with the IRS (<https://www.irs.gov>). Once applied, please bring in the official letter from the IRS when you come to complete your business license. Continue to #11
- ☐ No, I will use my SSN#. Continue to #11

**11. Have you completed all of the above requirements that you answered "yes" to?**

- ☐ Yes! Congratulations, you are ready to submit your application for a Henry County Business License. Please bring all the documents from above with you along with your completed business license application to the Commissioner of Revenues office located at 3300 Kings Mountain Rd, Martinsville VA 24112