



City of Petersburg

Commissioner of the Revenue

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Brittany C. Flowers
*Commissioner of the
Revenue*

New Business Checklist

Name: _____

Address: _____

Business Name: _____

Business Address: _____

Opening Date: _____

Item	Description/Explanation	Date of Completion
Business Action Form	Form that is completed for businesses operating at specific location (addresses & phone numbers listed on form)	
Home Occupation Permit	Form that is completed for businesses operating at residence	
Trade Name	Register your trade name with City of Petersburg Circuit Court (\$10 fee)	
Corporation or LLC	Provide state certification	
State Licensing	Physicians/Dentists, Barbers/Hair Stylists, Day Care, Nail Techs, etc.	
Gross Receipts	Estimated amount of earnings for the current year	

Notes:

Signature of Business Applicant: _____

Date: _____

Signature of COR employee: _____

Date: _____