



City of Petersburg
Commissioner of the Revenue

144 N Sycamore St Petersburg, VA 23803
Phone: (804) 733-2315 • Fax: (804) 508-6948
Web: www.petersburg-va.org

Brittany C. Flowers
Commissioner of the Revenue

FORM # \_\_\_\_\_

BUSINESS LICENSE ACTION FORM

Business Owner Name: \_\_\_\_\_

Business Owner Mailing Address: \_\_\_\_\_

Business Trade Name: \_\_\_\_\_

Business Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_

City of Petersburg Business Property Address: \_\_\_\_\_

Tax Parcel # (Real Estate Map#): \_\_\_\_\_ NAICS Code: \_\_\_\_\_
https://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2017

Federal EIN # (if applicable or SSN) \_\_\_\_\_
https://sa.www4.irs.gov/modiein/individual/index.jsp

The SSN is requested ONLY if you do not have a Federal Employee Identification number, your SSN will be used within this system only as a means to uniquely identify your records during the processing and tracking of your Business application.

Type of Business/Detailed Description of Business: \_\_\_\_\_

Business Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the property owner, I understand the type of Business at the location listed above and certify that all Real Estate taxes have been paid up to date.

\*\*\*IMPORTANT INFORMATION FOR ALL APPLICANTS\*\*\*

Prior to the issuance of a business license in the City of Petersburg, the steps listed below must be completed. Issuance of a business license does not relieve business operators of the responsibility of obtaining all other licenses and permits required by law, ordinances or regulations. This license does not authorize any construction activity or structural changes to buildings or structures, which is regulated by the Uniform Statewide Building Code. You must consult with the Code Compliance Office (804-733-2409) for permit requirements. All departments listed on this form are governed by both City of Petersburg ordinances and the State Code of Virginia.

Step 1

Billing & Collections 144 N Sycamore St 804-733-2349

Approved [ ] Denied [ ]
Reasons/Stipulations: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Authorized Authority \_\_\_\_\_

**Step 2**

*\*Processing timeframe for this Department 5-7 days\**

**Planning & Community Development (Zoning) 135 N Union St. (3<sup>rd</sup> Floor) 804-733-2308**  
**pcd@petersburg-va.org**

Approved  Denied  Fee \$100.00

Zoning Designation: \_\_\_\_\_  
Reasons/Stipulations: \_\_\_\_\_

*(Any aggrieved person may appeal this zoning decision to the Board of Zoning Appeals within 30 days of the date of this decision. It shall be final and un-appealable if not appealed within 30 days. Appeal Fee \$500.00)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Authority

**Step 3**

*\*Will Need to Schedule an Appointment\**

**Fire Marshal Office (Commercial Business) 1151 Ft. Bross Dr. 804-733-2328**  
**Shawkins@petersburg-va.org**

**Neighborhood Services (Residential Business) 1340 E Washington St. 804-733-2409**  
**Bshupp@petersburg-va.org**

Approved  Denied

Reasons/Stipulations: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Authority

**Step 4**

**Health Department (If Applicable) 301 Halifax Street 804-863-1652**

Approved  Denied  Fee \$40.00 *Paid directly to Health Department; Applies only for Food and Lodging Permits*  N/A

Reasons/Stipulations: \_\_\_\_\_

*(If Not preparing Hot or prepackaged foods please see Health Department affidavit form and turn back into Commissioner of the Revenue office)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Authority

**Step 5**

**Commissioner of the Revenue 144 N Sycamore St. 804-733-2315**

Approved  Denied  Fee \$ *Min. License fee is \$50 covers up to \$50,000 gross receipts, see code rate sheet for more info.*

Reasons/Stipulations: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Authority