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
Master 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 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 804-733-2346

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 3rd 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) **103 W Tabb St.** **804-805-8097**
Shawkins@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 Up to $80** ***Paid directly to Health Department; Applies only for Food and Lodging Permits*** ◯ N/A
(Some permits will be issued thru the Dept of Agriculture (804) 786-3520)

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

_____ _____

Date Signature of Business Owner