



# City of Radford, Virginia

## BUSINESS LICENSE APPLICATION

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

Physical Business Address: \_\_\_\_\_

Owner's/Corporate Names(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Telephone #: \_\_\_\_\_ Facsimile #: \_\_\_\_\_

Home/Corp Office Telephone #: \_\_\_\_\_ Social Security/Federal ID #: \_\_\_\_\_

Virginia Contractor License Class: \_\_\_\_\_ Number \_\_\_\_\_

Describe in detail the nature of business activity (current and proposed future activity): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Projected start date for business: \_\_\_\_\_

Estimate of gross receipts from business start date through December 31 of current year (gross purchases apply for wholesale merchants): \_\_\_\_\_

**Corporations Only:** (All corporations must register with the Virginia State Corporation Commission)

Virginia Registered Agent: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Please contact the Commissioner of the Revenue Office at 540-731-3613 for any additional information that may be needed in order to issue the business license. (Example: zoning approval, local beer/wine and mixed beverage license for restaurants, etc) **Make all checks payable to Janet Jones, Treasurer**

**Mail application to:** Commissioner of the Revenue  
Cathy Flinchum  
619 Second Street, Room 161  
Radford VA 24141

**RETAIL MERCHANT:** 13.5 cents per \$100 gross receipts (minimum \$30.00 on \$22,222 gross receipts or less)

**WHOLESALE MERCHANT:** 6.8 cents per \$100 gross purchases (minimum \$30.00 on \$44,118 gross purchases or less)

**CONTRACTOR:** 12.5 cents per \$100 gross contracts (minimum \$30.00 on \$24,000 gross contracts or less)

**SERVICE:** 14 cents per \$100 gross receipts (minimum \$30.00 on \$21,429 gross receipts or less)

**PROFESSIONAL:** 36.5 cents per \$100 gross receipts (minimum \$30.00 on \$8,219 gross receipts or less)

**TELEPHONE COMPANY:** One-half of one percent of gross receipts. (Charges for long distance calls shall not be included in gross receipts.)

**PLEASE INCLUDE A 75 CENT ISSUANCE FEE FOR EACH LICENSE**