



TOWN OF VINTON  
311 S. POLLARD STREET  
VINTON, VA 24179  
540-983-0608 • Fax 540-985-3105  
www.vintonva.gov

## APPLICATION / RENEWAL OF BUSINESS LICENSE

Business License Number: \_\_\_\_\_

<b>START DATE IN VINTON:</b>		<b>* ONE TIME PROJECT *</b>	
TAX STATUS <input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> OTHER LICENSEE			
BUSINESS LEGAL NAME		DESCRIPTION OF BUSINESS ACTIVITY	
DBA / FICTIOUS NAME			
BUSINESS MAILING ADDRESS		ADDRESS IN VINTON where your business will be conducted	
CITY, STATE, ZIP		CITY, STATE, ZIP	
BUSINESS PHONE		CONTACT NAME	
FEDERAL ID OR SSN NUMBER		CONTACT PHONE NUMBER	
		CONTACT EMAIL ADDRESS	

• LIST ALL GROSS RECEIPTS FOR EACH CLASSIFICATION.

CLASSIFICATION	GROSS RECEIPTS
RETAIL	
CONTRACTOR	
BUSINESS SERVICE	
PROFESSIONAL	
FINANCIAL SERVICES	
WHOLESALE	
DIRECT SELLER	
CIGARETTE SALES	
UTILITY (UTI)	

<b>Retailers</b> VA Sales & Use Number _____
<b>Contractors</b> VA State Registration Number _____

ALCOHOLIC BEVERAGES		
	Greater than 3.2% of alcohol by weight	Less than 3.2 % alcohol by weight
RETAIL - ON / OFF		
MANUFACTURE		
DISTILL		
BREWERY / WINERY		
BOTTLER		
WHOLESALE - WINE/BEER		
BANQUET		
CATERER		

WINE & BEER	ON   OFF   (PLEASE CIRCLE)	\$25.00 FLAT TAX RATE EACH
MIXED BEV. SEATING	50 - 100 = \$200.00   /   101 - 150 = \$300.00   /   151 - 500 = \$500.00	

SERVICE STATION / GALLONS (IF APPLICABLE)	
GASOLINE	gallons
DIESEL	gallons
KEROSENE	gallons

- ☐ PEDDLERS - General - \$250.00 per person
- ☐ PEDDLERS - Perishable - \$50.00 per person
- ☐ ITINERANT VENDOR - General - \$500.00 per person
- ☐ ITINERANT VENDOR - Perishable - \$50.00 per person

NUMBER OF COIN-OPERATED MACHINES IN VINTON: \_\_\_\_\_

NUMBER OF EMPLOYEES: FT \_\_\_\_\_ PT \_\_\_\_\_  
(Including self)

Meals Tax  
Form issued ☐

### OFFICE USE ONLY

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

Decal Given ☐

Comments: \_\_\_\_\_

Business License Mailed ☐

Date: \_\_\_\_\_

Business License Picked up ☐

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

☐ Charitable Organizations must present copy of 1045 Letter from IRS.

*I, the undersigned applicant, do swear (or affirm) that the foregoing figures and statements are true, full and correct to the best of my knowledge and belief.*

SIGNATURE

DATE

## Starting a Business in the Town of Vinton

### **Business License Zoning Compliance**

-A zoning permit is required prior to issuance of a Business License. Please contact the office of Planning and Zoning at 540-983-0605 if you have questions regarding their regulations.

### **Fictitious Name**

-If planning to use a Fictitious Name, Trade Name or "Doing Business As" (DBA) name for the new business you must register this name with the Virginia State Corporation Commission before obtaining an application for Business License.

### Town of Vinton Business Information

-Business License renewal payments are due annually on March 1<sup>st</sup>. Delinquent payments are subject to a 10% penalty with a \$10.00 minimum per license.

-Changes in name, address or classification require a new application. Business closure requires written documentation with the specific date of business closure.

-Peddlers and Itinerant Vendors are required to obtain approval through the Town of Vinton Police Department.

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*The Roanoke County Commissioner of Revenue assesses business license taxes on tangible personal property and machinery and tools for businesses operating in the Town of Vinton. The majority of the license taxes are levied on the basis of gross receipts and those taxes are assessed by the Town of Vinton. Business licenses are valid for a calendar year and must be renewed by March 1<sup>st</sup> of each year.*

*-Business Personal Property or Machine & Tools taxes must be filed annually with the County of Roanoke, Commissioner of Revenue. Inquiries can be made at 540-772-2046 or [ppchginfo@roanokecountyva.gov](mailto:ppchginfo@roanokecountyva.gov)*

<b>CORPORATIONS ONLY</b> <b>VIRGINIA REGISTERED AGENT</b>
<b>AGENT ADDRESS</b>
<b>AGENT PHONE NUMBER</b>