



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: _____

START DATE IN VINTON:	* ONE TIME PROJECT *
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	
DBA / FICTIOUS NAME	
BUSINESS MAILING ADDRESS	
CITY, STATE, ZIP	
BUSINESS PHONE	
FEDERAL ID OR SSN NUMBER	
• LIST ALL GROSS RECEIPTS FOR EACH CLASSIFICATION.	
CLASSIFICATION	GROSS RECEIPTS
RETAIL	
CONTRACTOR	
BUSINESS SERVICE	
PROFESSIONAL	
FINANCIAL SERVICES	
WHOLESALE	
DIRECT SELLER	
CIGARETTE SALES	
UTILITY (UTI)	
Retailers VA Sales & Use Number _____	
Contractors VA State Registration Number _____	
ALCOHOLIC BEVERAGES	
<input type="checkbox"/> Greater than 3.2% of alcohol by weight <input type="checkbox"/> 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

<input type="checkbox"/> PEDDLERS - General - \$250.00 per person
<input type="checkbox"/> PEDDLERS - Perishable - \$50.00 per person
<input type="checkbox"/> ITINERANT VENDOR - General - \$500.00 per person
<input type="checkbox"/> 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

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

OFFICE USE ONLY	
Entered By: _____	Date: _____
Decal Given <input type="checkbox"/>	Comments: _____
Business License Mailed <input type="checkbox"/>	Date: _____
Business License Picked up <input type="checkbox"/>	Date: _____
Initial: _____	

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 1st. 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.

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 1st 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

CORPORATIONS ONLY
VIRGINIA REGISTERED AGENT

AGENT ADDRESS

AGENT PHONE NUMBER
