



**Town of Gordonsville**

112 South Main Street,  
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www.townofgordonsville.org

**New Business Application for Town Business License**

**2015**

**PART ONE**

Type of Application:

Please Check One:

New \_\_\_\_\_

Individual \_\_\_\_\_

Partnership \_\_\_\_\_

Corporation \_\_\_\_\_

**IMPORTANT: Annual business license is due on or before March 1 of each year. Payment is due with a signed application each year on or before March 1 each year. A 10% penalty is added if application and payment are not returned on or before March 1. 10% APR is added the first of each month starting April 1 until the balance is paid in full.**

**Business license will take effect January 1, and will expire December 31 of each year.**

Federal ID # or SS#: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Physical Address of the Business: \_\_\_\_\_

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

Business Phone #: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Local Manager or Contact Person: \_\_\_\_\_

Local Manager or Contact Person's Phone #: \_\_\_\_\_

Does your business own the building? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, who is the building rented from? \_\_\_\_\_

Address of the building owner: \_\_\_\_\_

Phone # of the business owner: \_\_\_\_\_

**PART TWO**

**BUSINESS LICENSE FEES IS BASED ON GROSS RECEIPTS.** Gross receipts means all earnings, receipts, fees, commissions, income or other bases for measuring licenses whatsoever arising from or growing from the conduct of the trade, business, occupation or profession without any deductions whatsoever, unless expressly provided in the Gordonsville Town Code or State law, and shall apply to gross receipts or purchases, etc., of the pervious calendar year.

Date your business opened in the Town of Gordonsville\_\_\_\_\_.

If your business was not open on January 1 please report your gross receipts for the time you were in business\_\_\_\_\_.

Estimated receipts for the current year if you had been open 12 months\_\_\_\_\_.

Example: Gross receipts \* rate / 100 = Total fee that is due

Category	Rate
Retail Sales	\$.20 per \$100 of gross receipts
Financial, Real Estate Professional Services	\$.40 per \$100 of gross receipts
Repair, Personal & Business Services	\$.36 per \$100 of gross receipts
Itinerant Vendors	\$50.00 per year
Peddlers (Door to Door)	\$50.00 per year
Background Investigation (Only to be done for peddlers – door to door, Residential only)	\$10.00

**License will be sent for peddlers once background investigation is complete.**

Wholesale Merchants:	\$0.05 per \$100.00 of purchases;
Carnivals, Circuses and Speedways:	\$50.00 for each performance

***License Fees are additional cost (in some cases):***

Fortunetellers, Clairvoyants, and Practitioners of Palmistry:	\$1,000.00 per year, practicing without a licensing shall be a class 3 misdemeanor;
Saving Institutions and Credit Unions:	\$50.00 per year
Professional Photographers:	\$10.00 per year

***WINE FEES are additional cost (in some cases):***

Direct Sellers:	Whose total sales exceed \$4,000.00 per year \$.20 per \$100.00 for retail sales or \$0.05 cents per \$100.00 of wholesale sales
Day Spa License:	\$20.00
Bed and Breakfast License:	\$40.00
Museum License:	\$10.00
Motor Car Sporting Event License:	\$10.00
Meal Assembly Kitchen License:	\$20.00
Hospital License:	\$10.00
Banquet License:	\$5.00 for each license granted
Annual Banquet License:	\$15.00

Gourmet Brewing Shop License:		\$150.00
<i>Alcoholic Beverages Beer, Wine, Mixed Beverages:</i>		
Distiller's License:	\$1,000.00	
Fruit Distiller License:	\$1,500.00	
Brewery License:	\$1,000.00	
Bottler's License:	\$500.00	
Wholesale Beer License:	\$75.00	
Retail on Premises Beer License <i>(Hotel, Restaurant or Club)</i>	\$25.00	
Beer Shipper's License:	\$10.00	
Winery License	\$50.00	
Wholesale wine license	\$50.00	
Wine Shipper's License:	\$10.00	
Retail off Premises Wine-Beer License: <i>(gift shop, gourmet shop, convenience grocery store)</i>	\$37.50	
Mixed Beverages License:		\$Varies depending on your seating capacity please contact the Town office

**PART FOUR – FOR CONTRACTORS**

Contractors need to estimated gross receipts for the entire year: \$ \_\_\_\_\_

Rate: \$.16 per \$100 of gross receipts

**\*\* Copy of settlement page or invoice for work performed will need to be turned into the Treasurer at the completion of each project. In order to receive a refund if an overestimate has been given.**

**PART FIVE**

**No fee for issuing license shall be charged if license tax amount is \$30 or greater. If the amount of license tax due is \$30 or less, the \$30 fee for issuing the license is charged instead. Only one amount is charged; the minimum amount is \$30.00.**

- |   |            |  |
|---|------------|--|
| 1. Amount of license Tax due                              | \$ _____   | OR   |
| 2. Fee for Issuing License                                | \$ 30.00 - | <u>if line 1 is greater than line 2 do not pay the \$30.00, if line 2 is greater than line 1 pay the \$30.00</u> |
| 3. Penalty on application and remittance (if applicable)  | \$ _____   |  |
| 4. Interest on application and remittance (if applicable) | \$ _____   |  |
| 5. Total Amount Due                                       | \$ _____   |  |

**Reminder – only pay one the fee for issuing the license or the license tax due. Don't forget to add the penalty and interest if applicable.**

**PART SIX**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

*For peddlers only:*

Date office received background information: \_\_\_\_\_

Employee signature: \_\_\_\_\_

**TREASURER ONLY:**

Date Treasurer reviewed: \_\_\_\_\_

*Town Account Number:* \_\_\_\_\_