



# Contractor's Business License Application Checklist

A business license application is required for every local contractor, and for out-of-town contractors performing more than \$25,000 work in the County in a calendar year. Complete application must be submitted, and all James City County tax bills paid, before permits may be pulled or work begins. **Faxed, scanned, emailed or incomplete applications will not be accepted. Original ink signatures required.**

- Completed, signed business license application; should include reasonable estimate of first year's total gross receipts. Do not list the entire contract amount, only the estimated amount for the first year. Unreasonable estimates subject to correction with penalty.
- If a corporation, LLC, or partnership: copy of Virginia State Corporation Commission (SCC) Certificate.
- Copy of valid Virginia Class A, B, or C Contractor's License. Name and business entity type on Business License Application, SCC Certificate, Contractor's License and VWC Letter of Compliance must match exactly; no exceptions.
- Copy of Acknowledgement of Compliance from the Virginia Workers Compensation Commission Insurance Department ([www.workcomp.virginia.gov](http://www.workcomp.virginia.gov)); no exceptions. *Do not send copies of insurance certificates.*
- If using a name other than that of self or corporation: Typed, notarized, and registered Assumed Name form. Must be registered at Williamsburg-James City County Circuit Court (\$15 fee). Unregistered forms will not be accepted. We cannot register form at the courthouse for you.
- If a local contractor with no regular commercial location: completed and signed Home Occupation form.
- **HOME-BASED BUSINESSES SHOULD NOT SEND PREPAYMENT.** Other contractors may send check or money order only, payable to TREASURER OF JAMES CITY COUNTY.

Entire gross receipts up to \$49,999.99:	\$30
Entire gross receipts between \$50,000 and \$99,999.99:	\$50
All other amounts:	entire estimated gross receipts X 0.0016

**IMPORTANT:**

Once you open a business license account, you must either renew it every year or close it by sending written notice to: Commissioner of the Revenue, P.O. Box 283, Williamsburg VA 23187.

**FAILURE TO DO SO WILL RESULT IN ADMINISTRATIVE ASSESSMENT OF BUSINESS TAXES AND COULD RESULT IN COLLECTIONS ACTIVITY.**

### Useful Phone Numbers:

Business License Inspector (licensing, assessment, adjustments)	757-253-6698
Treasurer (account balance, payment, collections)	757-253-6705
Codes Compliance (permits)	757-259-4028
Clerk of Circuit Court (assumed name registration)	757-564-2242
State Board for Contractors (state licensing)	804-367-8511
State Corporation Commission (corporate/LLC registration)	804-371-9733
VWC Insurance Department	804-205-3586

Mailing Address: P.O. Box 283, Williamsburg, VA 23187

Street Address: 101 Mounts Bay Road, Bldg. B, Williamsburg VA 23185

Forms available at <http://www.jamescitycountyva.gov/456/Forms>