



**Town of Halifax, Virginia**  
Business License Application

70 South Main Street, P.O. Box 627  
Halifax, Virginia 24558  
Phone: (434) 476-2343 Fax: (434)476-6344  
[www.townofhalifax.com](http://www.townofhalifax.com)

Owner's Name \_\_\_\_\_ Phone: \_\_\_\_\_  
 Trade/Business Name \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Certificate of Assumed Trade Name attached\* Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable \_\_\_\_\_  
\*If operating under a Trade or Fictitious Name, VA Code § 59.1-69 requires a copy of the Certificate of Assumed Name before the Business License can be issued  
 Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business Email Address \_\_\_\_\_ Website \_\_\_\_\_

Type of Ownership: \_\_\_ Individual \_\_\_ Partnership \_\_\_ Corporation \_\_\_ other (specify) \_\_\_\_\_  
 SSN/FEIN # \_\_\_\_\_ Number of Employees: FT \_\_\_\_\_ PT \_\_\_\_\_  
 Date Business Established \_\_\_\_\_ Emergency contact name/phone \_\_\_\_\_

**\*\*All business personal property taxes and meals tax must be current before business license will be issued\*\***  
**\*\*Both sections above must be filled out completely\*\***

CATEGORY OF BUSINESS (fill in gross receipts next to qualifying category & total)	GROSS RECEIPTS
BUSINESS SERVICES (funeral parlors, local photographers, auctioneers, etc.)	\$ _____
COMMISSION MERCHANTS	_____
CONTRACTOR (BUSINESS WITHIN TOWN LIMITS)	_____
CONTRACTOR (OUTSIDE TOWN LIMITS-only report receipts made within Town of Halifax)	_____
FINANCIAL SERVICES	_____
PERSONAL SERVICES (barbers-beauty parlors, janitorial-house cleaning, child care, etc.)	_____
PROFESSIONAL SERVICES (attorneys, doctors, tax preparers, veterinarians, CPAs, etc.)	_____
REAL ESTATE AGENTS, BROKERS & APPRAISERS	_____
REPAIR SERVICES	_____
RETAIL MERCHANTS	_____
WHOLESALERS	_____
OTHER BUSINESS/SERVICES (describe)	_____
<b>TOTAL GROSS RECEIPTS (proof of gross receipts required)</b>	<b>\$ _____</b>

ALCOHOLIC BEVERAGES (\$125.00 per year)	\$ _____
BEER AND WINE OFF PREMISES (\$25.00 per year)	_____
BEER AND WINE ON PREMISES (\$25.00 per year)	_____
ITINERANT MERCHANTS OR PEDDLARS (\$300.00 per application)	_____
VENDING MACHINES (# of machines _____ x \$25.00 per year)	_____
ONE-TIME FEE (obtained for single job-such as construction; \$30.00 min)	_____
<b>TOTAL FLAT FEES</b>	<b>\$ _____</b>

TOTAL FEES BASED ON GROSS RECEIPTS- See example and rate schedule on back page	\$ _____
LICENSE FEE (in addition to flat fee due for gross receipts)	+ \$ 20.00
ADJUSTMENT FROM PREVIOUS YEAR (credit or payment due)	_____
PENALTY	_____
<b>TOTAL AMOUNT DUE</b>	<b>\$ _____</b>

**IMPORTANT**  
 This form must be completed and returned to the Town Treasurer no later than April 30<sup>th</sup> each year for current licensees. Please return the completed form with check made payable to the Town of Halifax. The license covers the period of January 1<sup>st</sup> thru December 31<sup>st</sup> during the year issued. New businesses will be prorated accordingly based on estimated or actual gross receipts (see page 2).  
 PENALTY WILL APPLY after May 1<sup>st</sup> for late or non-filers in the amount of 10% of license fee or \$10 (whichever is greater). Interest at 10% per annum will be added after June 1<sup>st</sup>.  
 ANY PERSON WHO OPERATES A BUSINESS IN THE TOWN WITHOUT A LICENSE SHALL BE GUILTY OF A CLASS 1 MISDEMEANOR-  
 Halifax Town Code Section 26-41.

The undersigned applicant certifies that this application and the foregoing answers, statements and other information submitted are in all respects true and correct to the best of their knowledge and belief. Applicant acknowledges that proof of gross receipts required by Town Treasurer (Sec. 26-39), may be verified through random audit or other impartial methods approved by Town Council which insure applicant's right to confidentiality with regard to their business activities.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
**APPLICATION CONTINUES ON PAGE 2 (SCHEDULE OF RATES AND OTHER INFORMATION)**

**IMPORTANT INSTRUCTIONS**

This form must be completed and returned to the Town Treasurer no later than April 30<sup>th</sup> each year for current licensees. Please return the completed form with check made payable to the Town of Halifax. The license covers the period of January 1<sup>st</sup> thru December 31<sup>st</sup> during the year issued.

**DEFINITIONS:**

**Gross Receipts:** TOTAL SALES WITHOUT DEDUCTIONS FOR BUSINESS EXPENSE of the business, occupation or profession and from all earnings, fees, commissions, brokerage charges and rental charges from all income whatsoever arising from or growing out of the business, occupation or profession for the preceding period (previous year), of January 1<sup>st</sup> to December 31<sup>st</sup>.

**Beginner Estimate:** If this is the first year of business operation, estimate GROSS RECEIPTS for the current year. New businesses which operated in another jurisdiction will be prorated accordingly based on estimated or actual gross receipts.

**One-Time Fee:** A license may be obtained for a single job, (such as in construction). Fees will be based on the cost of that particular job, with a minimum one-time license fee of \$30.

**CALCULATION OF FEE:** Based on the type of business, the rate schedule below applies (currently all rates are calculated at \$0.10 per hundred dollars of gross receipts).

**\$20.00 – first \$2,000.00 of Gross Receipts \$ 1.00 – each additional \$1,000.00 of Gross Receipts**

**Example:** Gross receipts = \$34,810.00 – 1<sup>st</sup> \$2,000.00 of gross receipts = \$32,810.00 x .10 or \$1.00 for each additional \$1,000.00 = \$32.81.  
 \$32.81 + \$20.00(for first \$2,000.00) + \$20.00 (license fee) = \$72.81 total due for business license.

**Halifax Town Code Sec. 26-37. Rate of license taxes.**

Any business shall be subject to the license tax at the rate set forth below for the class of enterprise listed:

- (1) For contracting, and persons constructing for the own account for sale, \$0.10 per \$100.00 of gross receipts;
- (2) For retail sales, \$0.10 per \$100.00 of gross receipts;
- (3) For financial, real estate and professional services. \$0.10 per \$100.00 of gross receipts; and
- (4) For repair, personal and business services, and all other businesses and occupations not specifically listed or excepted in this section, \$0.10 per \$100.00 of gross receipts.

**Halifax Town Code Sec. 26-39. Proof of gross receipt.**

Every person operating a business in the town whose town license is based on gross receipts shall submit to the town annually a copy of the applicable federal income tax form.

- (1) C Corporation – IRS Form 1120; page 1
- (2) Sub-Chapter S Corporation - IRS Form 1120 S; page 1
- (3) LLC or Partnership - IRS Form 1065; page 1
- (4) Sole Proprietorship - IRS Form 1040; Schedule C

**Halifax Town Code Sec. 26-41. Operating business without license.**

Any person who operates a business in the town without a current town license shall be guilty of a class 1 misdemeanor

**Part III TOWN OF HALIFAX CERTIFICATION OF ZONING/BUILDING COMPLIANCE (permits must be approved prior to issue of license)**

Check the appropriate blank(s):

New Business \_\_\_\_\_ Home Occupation (requires Special Use Permit) \_\_\_\_\_ Change of Address \_\_\_\_\_ Other \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Property Owner's Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Does this involve new construction? \_\_\_\_\_ YES \_\_\_\_\_ NO Or interior alterations? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, have you obtained a Building Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO Or a Zoning Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO

Has a Certificate of Occupancy been issued for the building? \_\_\_\_\_ YES \_\_\_\_\_ NO

If using an existing building what type of business was in the unit before you?  
 \_\_\_\_\_

Will you be refacing an existing sign? \_\_\_\_\_ YES \_\_\_\_\_ NO Or erecting new signs? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, have you obtained a new Sign Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO

How will refuse & grease (if applicable) be handled? \_\_\_\_\_

**Part IV Official Use Only:**

( ) Building Code Verification: Building Code change of use: NO CHANGE \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

( ) Zoning Ordinance Verification: Zoning Ordinance change of use: NO CHANGE \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Sign Permit Obtained: NO \_\_\_\_\_ YES \_\_\_\_\_ Permit # \_\_\_\_\_ Date Approved \_\_\_\_\_

Refuse and Grease handling provisions: ADEQUATE \_\_\_\_\_ YES \_\_\_\_\_ NO ADDITIONAL INFORMATION REQ'D \_\_\_\_\_

( ) APPROVED, Business License Complies with Zoning District \_\_\_\_\_

( ) APPROVED, for Home Occupation use with conditions (see Special Use Application)

( ) DENIED, Reason \_\_\_\_\_

#### Certificate of Assumed Name or Fictitious Name

- If you are operating your business under your own personal name, you are not required to file this certificate.
- If your business is a Corporation or an LLC, and the business name is the same as the Corporation or LLC name, then you are not required to file this certificate.
- If your business is a Corporation or an LLC, and the business name is different than the Corporation or LLC name, then you must file for the certificate.
- Any business operating under a trade name will need to file for the certificate.

If your business is using an assumed or fictitious name you will need to go to:

[www.scc.virginia.gov/pages/Fictitious-Names](http://www.scc.virginia.gov/pages/Fictitious-Names).

If you need further assistance please contact one of the following listed below:

The Virginia State Corporation Commission - 804-371-9733 or [www.state.va.us/scc](http://www.state.va.us/scc)

Halifax County Commissioner of Revenue – 434-476-3314

Virginia Department of Taxation – 804-367-8031 or [www.tax.virginia.gov](http://www.tax.virginia.gov)

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