



2023 TOWN OF STRASBURG

BUSINESS LICENSE APPLICATION
PO Box 351, 174 E King Street, Strasburg, VA
22657
540-465-9197; Fax 540-465-3252

Check the appropriate box:

- New Business (1st Application)
- Renewal Application
- Ceased Operation in Strasburg
- Ceased Date: _____

Legal Business Name: _____

Trade/DBA Name: _____

Physical in town location of business OR for Contractor provide job site location in Strasburg:

Business/Mailing Address (if different from Strasburg location): _____

Phone: _____ Fax: _____ Email: _____

Type of Ownership: Sole Proprietor _____ Partnership _____ LLC _____ Corporation _____ Other _____

Federal Tax ID Number (or Owner Social Security Number): _____

VA Contractor License # _____ Class A B C (Circle one)

Business Start Date in Strasburg: _____ # of Employees at Strasburg location: _____

Business Description: _____

Business Owner Name(s): _____

Home Address of Owner(s): _____

After Hours Emergency Contact* Name: _____ Phone: _____

*Police Dept. use in case of emergency after normal business hours

Tax Calculation		
(SEE INSTRUCTIONS ON NEXT PAGE)		
1	License Category	
2	2022 Actual Gross Receipts	
3	Tax Rate	
4	Tax Amount	
5	Penalty (10%)	
6	Total Amount Due	

Declaration: I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.

Applicant Signature: _____

Date: _____

FOR OFFICE USE ONLY

Business License Number: _____

Date Application Received: _____

Copies Provided to Departments & County

Zoning Administrator's Approval: _____

Instructions for Completion of BPOL Tax Renewal Application

1	License Category	Select from the table below which License Category applies to your business
2	2022 Actual Gross Receipts	Enter actual gross receipts for the past year. If this is a new business, estimate the gross receipts for the upcoming year.
3	Tax Rate	Enter the tax rate that applies to your category of license. See License Categories and Rate sheet below.
4	Tax Amount	Divide Line 2 by 100 then multiply by line 3 and enter result on this line.
5	Penalty (10%)	Renewal applications must be filed by March 1st . If filing date is after March 1, multiply line 4 by 0.10 and enter result on this line.
6	Total Amount Due	Add lines 4 & 5 and enter here.

License Category	Tax Rate per \$100 of Gross Receipts	Minimum License Fee or Flat Rate
Contractor ¹	0.13	\$20.00
Retailer	0.15	\$20.00
Repair, Personal & Business Services	0.18	\$20.00
Financial, Real Estate & Professional Services	0.24	\$20.00
Photographer	N/A	\$20.00
Itinerant Merchants or Peddler	N/A	\$75.00
Wholesale	0.05	\$20.00
Direct Sellers	0.20	\$20.00

Important Information

- ❖ Except for out-of-town contractors¹, if annual gross receipts are less than \$12,000, there is a \$20 license fee to register with the Town. If gross receipts exceed \$12,000, taxes are calculated on gross receipts.
- ❖ Deduct sales/use tax and gasoline tax when reporting gross receipts.
- ❖ Wholesalers: Use gross purchases in the space provided for gross receipts.
- ❖ All Contractors must provide the following: (1) Workers Comp form VWC-61A and (2) copy of valid VA contractor's license
- ❖ Payments: Please make checks payable to Town of Strasburg and submit when turning in the application.
- ❖ Be sure to check with the Planning & Zoning Department for proper forms and approval prior to doing business in the town. No business license will be issued until zoning applications are approved by the Town's Planning/Zoning Department. They can be reached at (540) 465-9197.
- ❖ Date Business Ceased in Strasburg: In top corner, note the date your business closed or moved and include your new mailing address and phone number.

¹Contractor Receipts should be reported as follows:

Principal Office in Town of Strasburg: Taxes are calculated on the past year* gross receipts for work done in Strasburg and ALL other jurisdictions where a license fee is not charged.

Principal Office outside of Town of Strasburg: If annual gross receipts for business conducted in town is less than \$25,000, no license is required by the town. If gross receipts exceed \$25,000, taxes are calculated on gross receipts for all work done in Strasburg over the past year*.

*Multi-Year Projects: For license purposes, contractors should provide estimated gross receipts for each year of the project. An adjustment calculation will be made during the last year of the project.



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ADDITIONAL QUESTIONNAIRE

Website: _____

Social Media Handles: Facebook _____ Instagram: _____

Twitter: _____ Other: _____

How many employees on a maximum shift? _____ Total employees? _____

Area (square feet) of whole building? _____ Area used for this business's purposes? _____

The Town of Strasburg does not share/sell contact information. We regularly send out information on trainings, competitions, and other business opportunities. **Can we add you to our email list?** Yes No

Does the licensee own or rent the building?

- Own Rent

Is this a multi-tenant building?

- Yes No

Please check all that apply or will apply when the business is in full operation. Will the business:

- Require external or internal additions or alterations to the structure?
- Request use of the public sidewalk, if downtown?
- Be applying for an ABC license?
- Request use of the public sidewalk, if downtown?
- Involve music, dancing, or live entertainment?
- Have video games, billiard tables or similar amusements?
- Involve internet sweepstakes, online gambling, games of chance or similar activities?
- Involve adult-oriented entertainment, merchandise, or other regulated activities?
- Be regulated by a state-level licensing board?

Please explain any checked boxes from the section above

What is your age?

- Under 18 19-24 25-44 45-64 65+ Prefer not to answer

What is your gender?

- Male Female Other Prefer not to answer

Which of the following best describes how you identify your race/ethnicity?

- White Black Indian/Asian Hispanic or Latino Multiple races/ethnicities Prefer not to answer

Are you a certified Small, Women-owned, and Minority-owned Business (SWaM) business through the Commonwealth of Virginia?

- Yes No Prefer not to answer