



# 2024 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 (1<sup>st</sup> 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

<b>Tax Calculation</b>	
(SEE INSTRUCTIONS ON NEXT PAGE)	
1	License Category
2	2023 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	2023 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 <b>March 1<sup>st</sup></b> . 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 <sup>1</sup>	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 contractors<sup>1</sup>, 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.

<sup>1</sup>Contractor 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.



2024 TOWN OF STRASBURG
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