



Town of Front Royal
P.O. Box 1560
Front Royal, Va. 22630
(540) 635-7799
www.frontroyalva.com

20__ Town of Front Royal Business License Application (See Reverse for Instructions)

Due Date March 1

ACCOUNT NUMBER

BP#'s

File and pay by due date to avoid penalty

Part 1 Business Information

Name of Applicant	Trade Name	Telephone Number
Mailing Address	City	State Zip
Business Address	City	State Zip
Email Address	State ID Number	Federal ID No./Social Security No.
Type of Business	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC	
Date Business Began in Front Royal	Date Closed (if applicable)	

Part 2 Contractors (Must provide copy of State License and VWCC Certificate of Worker's Compensation Insurance)

State Contractor's License Type: Class A Class B Class C

State Contractor's License Number _____ Expiration Date _____

Part 3 Gross Receipts Information

Business Type	Rate per \$100	Enter Prior Year Gross Receipts (20__)	20__ Estimated Gross Receipts for New Businesses	License Tax (\$10.00 Minimum per Business Type)
Contractor or Wholesale	\$0.08			
Retail Sales	\$0.12			
Repair, Personal Service, or Business Services	\$0.20			
Professional Services	\$0.36			
Total Part 3				

Part 4 Additional And/Or Fixed Fees

Business Activity	Fee	Fees Due	Business Activity	Fee	Fees Due
Selling of Beer or Wine	\$10.00		Commercial Solicitor	\$50.00	
Selling of Beer & Wine	\$20.00				
Vending Machine	\$25.00 per Machine		Itinerant Merchant Fireworks/Christmas Trees	\$100.00	
Taxi Cab	\$10.00 each		Peddler of Merchandise/Prepared Foods	\$500.00	
Mixed Beverages 50-100	\$100.00				
Mixed Beverages 100-150	\$175.00				
Mixed Beverages >150	\$250.00				
Total Part 4					

Part 5 Prior Year Estimate Adjustment

Actual License Fee	
Less Estimated Fee Paid	
Total Part 5	

Part 6 Total License Fees

Total Part 3	
Total Part 4	
Total Part 5	
Subtotal	
10% Penalty	
Total License Fee	

Part 7 Local Excise Taxes

Are any sales subject to the following (Check all applicable)

Meals Tax Lodging Tax

Oath: I, the undersigned applicant, do swear (or affirm) that the foregoing information is true and correct to the best of my knowledge. I am the person responsible for the collection and remittance of any report or tax required from licensee pursuant to the Code of the Town of Front Royal Virginia.

Signature of Applicant: _____ Title: _____

Printed Name: _____ Date: _____

Business License#

New Businesses —with the exception of at-large contractors, all new applications for business licenses must be accompanied with an approval from the Town of Front Royal Department of Planning & Zoning. Contact the Department of Planning & Zoning at (540) 635-4236.

- Additional information for starting a new business can be found at www.frontroyalworks.com

Part 1: Business Information

For your convenience, information from past applications has been pre-filled (where available). If an area has been pre-filled, please review this information for accuracy. If pre-filled information is incorrect, please mark through incorrect information and include the correct information. If information is not pre-filled, please complete the appropriate information.

Part 2: Contractors

If your business does not engage in contracting, skip to Part 3

Contractors: If you perform work in the State of Virginia, in excess of \$1,000 per job, you MUST secure a State Contractor's License prior to applying for a Town of Front Royal Business License.

- Copy of State Contractor's License/Certificate from VWCC: All contractors must provide a copy of your state license when renewing or applying for a Town of Front Royal Business License. You must also include a copy of the Certification of Worker's Compensation Insurance Acknowledgement from the Commonwealth of Virginia Virginia's Worker's Compensation Commission.
- State Contractor's License Information: Indicate whether you have a Class A, B, or C license and record the license classification, license number and expiration date in the area provided.

Part 3: Gross Receipts Information

Unless otherwise indicated, report your prior year total gross receipts for the corresponding business type(s). If business began after January 1, 2015 and you were not in business for one full calendar year, you must provide an estimate of gross receipts for the current tax year in addition to your prior year gross receipts. (Note: Do not include any sales tax collected in your gross receipts). If an estimate is provided the estimate will be adjusted to the actual figure when the business license is renewed for the following year. The minimum license fee for each business type is \$10.00.

Example of calculation: Gross sales of \$15,000 for a retail business: $\$15,000 \times .0012 = \18.00 License Fee

Part 4: Additional And/Or Fixed Fees

Certain business activities have fees that must be paid that may be in addition to the license fees paid for gross receipts. Please see listing below or contact the Town of Front Royal Department of Finance at (540) 635-7799 for additional information.

Part 5: Prior Year Estimate Adjustment

This section must be completed if your business gave an estimate for the prior year's business license, otherwise skip to Part 6. Transfer corresponding totals from Part 3 & Part 4. Please contact the Department of Finance at (540) 635-7799 if you are unsure of the amount paid for the prior year estimated license fee.

Part 6: Total License Fees

Transfer the corresponding totals from parts 3, 4, & 5 than add the totals to obtain the subtotal. The 10% penalty is assessed if filing and paying after the due date. Please make check payable to: Town of Front Royal

Business Professional Occupations Licenses

BP#	Business	Rate/Fee	BP#	Business	Rate/Fee
BP01	Amusement	\$0.0024 on gross receipts	BP18	Commercial Solicitor	\$50.00/week or max \$200/year
BP02	Business Service	\$0.0020 on gross receipts	BP19	Pistol Dealer	\$0.0012 on gross receipts
BP03	Contractor	\$0.0008 on gross receipts	BP20	Amusement Machine	\$20 per machine/\$200 Max + Amusement Rate
BP04	Personal Service	\$0.0020 on gross receipts	BP23	Mixed Beverage Seating 50-100	\$100 + Beer/Wine + Retail Rate
BP05	Professional Service	\$0.0036 on gross receipts	BP24	Mixed Beverage Seating 101-150	\$175 + Beer/Wine + Retail Rate
BP06	Public Utility	Call for details	BP25	Mixed Beverage Seating >150	\$250 + Beer/Wine + Retail Rate
BP07	Repair Service	\$0.0020 on gross receipts	BP26	Vending Machine	\$25.00 Per Machine
BP08	Retail	\$0.0012 on gross receipts	BP27	Pawnbroker	\$30.00 Flat Fee
BP09	Taxicab	\$10.00 each taxicab	BP28	Buyer Gold/Silver	\$10.00 Flat Fee
BP10	Telegraph	\$0.005 on gross receipts	BP29	Used Merchandise	\$10.00 Flat Fee
BP11	Telephone	\$0.005 on gross receipts	BP32	Peddler of Merchandise	\$500.00 Flat Fee
BP12	Wholesale	\$0.0008 on gross receipts	BP33	Cable TV	\$0.0036 on gross receipts
BP13	Savings & Loan	\$50.00 flat fee	BP34	Fortune Teller	\$400.00 Flat Fee
BP14	Beer or Wine	\$10.00 each + retail rate	BP35	Peddler of Fireworks/Christmas Trees	\$100.00 Flat Fee
BP15	Beer & Wine	\$20.00 + retail rate	BP36	Mortgage	\$30.00 Flat Fee
BP16	Scrap Junk	\$30.00 flat fee	BP37	Photography	\$0.0020 on gross receipts, max of \$30.00
BP17	Bed & Breakfast	\$0.0020 on gross receipts	BP38	Itinerant Merchant	\$250.00 Pro-rated

Mailing Address

Town of Front Royal
Department of Finance
P.O. Box 1560
Front Royal, Va. 22630

Physical Address

Town of Front Royal
Department of Finance
102 E Main St.
Front Royal, Va. 22630

WARREN COUNTY
Office of Commissioner of the Revenue
Sherry T. Sours, COMMISSIONER OF THE REVENUE
TELEPHONE (540) 635-2651 FAX (540) 636-8280

Upon application, all Town of Front Royal business owners are required to notify the Warren County's Office of Commissioner of the Revenue in addition to registering their business with the Town.

Likewise, all business owners must notify the Town of Front Royal and the Office of Commissioner of the Revenue when the business ceases to operate or has moved to another location within the Town or County.

PLEASE COMPLETE AND RETURN THIS FORM **WITHIN 10 DAYS** of application to one of the following -

- In Person: 220 N. Commerce Avenue, Suite 900, Front Royal, VA 22630
- Mail: P.O. Box 1775, Front Royal, VA 22630
- Email: jmcginnis@warrencountyva.net and ssours@warrencountyva.net

Fed ID # _____ or SS # _____

Applicant Name _____ Business/Trade Name _____

Mailing Address (street, city, state, zip) _____

Business/Trade Address, *if different* _____

Phone Cell Business Home # () _____ - _____

Email _____ @ _____

Type of Business/Trade Individual Partnership Corporation LLC Other _____

Description of Business/Trade _____

Business/Trade Category Retail Wholesale Repair, Personal, Business, Other Service Contractor
 Financial, Real Estate, Medical, Engineer, Other Professional Service Heat, Light, Power Co Telephone, Telegraph

Date Business Established _____/_____/_____ Date Business Established
in Town of Front Royal _____/_____/_____

Note: It is a misdemeanor for any person willfully to subscribe a return which he does not *believe to be true and correct as to every material matter (Code of VA., Sec. 58.1011)* I, the undersigned applicant, do swear (or affirm) that the forgoing statements are true, full and correct to the best of my knowledge and belief.

Signature: _____

Date: _____/_____/_____