

**CORPORATION TOWN OF FLOYD**

138 WILSON STREET  
FLOYD, VA 24091  
(540) 745-2565

LICENSE ISSUED: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

**APPLICATION FOR BUSINESS LICENSE**

**FORM A**

**DUE DATE: MARCH 1 of each year**

BUSINESS LEGAL NAME: \_\_\_\_\_ YEAR ESTABLISH: \_\_\_\_\_

DBA/FICTIOUS NAME: \_\_\_\_\_

BUSINESS OWNER OR AGENT: \_\_\_\_\_

FEDERAL TAX ID # OR SSN NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ ( FARMERS MARKET  ARTISAN MARKET)

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**CONTACT PREFERENCE:**  EMAIL  MAIL

**ZONING:**

- 1. Zoning Classification: \_\_\_\_\_
- 2. Description of Business: \_\_\_\_\_  
\_\_\_\_\_
- 3. Is this a new or existing business?  New  Existing (see item 3a.)
  - a. If you are an existing business, has your location changed?  YES  NO

**SIGNAGE:**

- 1. Do you have a current sign permit on file?  YES  NO (see item 1a.)
  - a. If No, a sign permit form must be filled out and submitted with this application.
- 2. Do you anticipate any sign changes or use of any temporary signage in the current year?  YES (see item 2a.)  NO
  - a. If Yes, a sign permit form must be filled out and approved by the Zoning Administrator prior to new sign installation. All new signs must meet the current Town of Floyd sign ordinance prior to approval.

**TAXES:**

- 1. Is your business subject to meals tax or transient occupancy tax?  YES (see item 1a.)  NO
  - a. If yes, please check the box(s) that apply.  Meals Tax  Transient Occupancy Tax
- 2. Is your business a mobile food vendor?  YES (see item 2a.)  NO
  - a. If yes, please submit a mobile food vendor permit application.

<b>Office Approval:</b>	
<b>Zoning &amp; Signage</b>	
_____	_____
Town Manager	Date

\*\*If you are no longer conducting business in the Town of Floyd, please contact our office at (540) 745-2565 or lynn@townoffloyd.org\*\*

NATURE OR TYPE OF BUSINESS: (Check all that apply and list your gross receipts for last year.)	
_____ Contracting:	\$ _____
_____ Retail Sales:	\$ _____
_____ Financial, Real Estate or Professional:	\$ _____
_____ Repair, Personal, Business and Other Services, Other Businesses:	\$ _____
_____ Wholesale Sales:	\$ _____

**CALCULATION OF TAX**

Contracting (Rate 10 cents/\$100.00 of gross receipts):  
 \$ \_\_\_\_\_ - \$30,000.00 divided by 100 x .10 = \$ \_\_\_\_\_  
 (Your Gross Receipts) (Your Exemption) (Your Tax)

Retail Sales (Rate 12 cents/\$100.00 of gross receipts):  
 \$ \_\_\_\_\_ - \$25,000.00 divided by 100 x .12 = \$ \_\_\_\_\_  
 (Your Gross Receipts) (Your Exemption) (Your Tax)

Financial, Real Estate, Professional (Rate 23 cents/\$100.00 of gross receipts):  
 \$ \_\_\_\_\_ - \$13,000.00 divided by 100 x .23 = \$ \_\_\_\_\_  
 (Your Gross Receipts) (Your Exemption) (Your Tax)

Repair, Personal, Business and Other Services, Other Businesses (Rate 23 cents/\$100.00 of gross receipts):  
 \$ \_\_\_\_\_ - \$13,000.00 divided by 100 x .23 = \$ \_\_\_\_\_  
 (Your Gross Receipts) (Your Exemption) (Your Tax)

Wholesale Sales (Rate 5 cents/\$100.00 of gross sales):  
 \$ \_\_\_\_\_ - \$25,000.00 divided by 100 x .05 = \$ \_\_\_\_\_  
 (Your Gross Receipts) (Your Exemption) (Your Tax)

**FEE FOR LICENSE ISSUANCE: \$ \_\_\_\_\_ 30.00**

IF paid **after March 1<sup>st</sup>** include the penalty and interest below:

Penalty (if applicable) \$ \_\_\_\_\_  
 10% on amount due or minimum of \$10.00, if paid after March 1<sup>st</sup>  
 Interest (if applicable) \$ \_\_\_\_\_  
 10% per annum on delinquent payments, if paid after April 1<sup>st</sup>  
**TOTAL DUE: \$ \_\_\_\_\_**

**(license issuance fee + your tax)**

**Business Information:**

- A Business License is required to operate in the Town of Floyd, enforceable by law.
- Business License payments are due on March 1<sup>st</sup>. After March 1<sup>st</sup> a 10% penalty with a \$10.00 minimum will be applied. After April 1<sup>st</sup> interest of 10% per annum will be applied to delinquent payments.
- Any changes in name, address or classification require a new business license application.
- If you have closed your business, you will have 30 days from closing to report your final gross receipts for the year.
- All businesses are subject to Town of Floyd zoning regulations and the Town of Floyd sign ordinance. Any changes in zoning or signage must be approved by the Town Manager before changes are made.
- File Business Personal Property by May 1<sup>st</sup> of each year with the County of Floyd, Commissioner of Revenue Office at 540-745-9345.
- All Business License applications must be signed to be valid. Your signature indicates you are aware of all applicable obligations associated with this license.

NOTICE TO CONTRACTORS: Extract of Chapter 11, Title 54.1 of the Virginia State Code-Any contractor who undertakes to bid upon, accept or offers to accept a single contract or project of \$1,000 or more, must register with the State Board of Contractors. Contractors must provide certificates of compliance with Worker’s Compensation Regulations. (This amendment requires that no business license be issued or reissued to a contractor without proof of compliance with Chapter 8 of Title 65.2 of the Code of Virginia)

I, the undersigned applicant, do swear (or affirm) that the foregoing figures and statements are true, full and correct to the best of my knowledge and belief.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_