



# BUSINESS LICENSE APPLICATION

Commissioner of the Revenue  
City of Salem  
114 N Broad St.  
Salem, VA 24153  
Phone: (540) 375-3019  
commissioner.salemva.gov  
skuzmich@salemva.gov

|          |
|----------|
| TAX YEAR |
|          |

NEW  
 RENEWAL (complete section 2, update other sections)  
 BUSINESS CLOSED (Close date \_\_\_\_\_)

|                   |
|-------------------|
| APP & PAYMENT DUE |
|                   |

License Expires December 31 of tax year

**INSTRUCTIONS:**  
• See back of form for important information and instructions.  
• Sign and return with check payable to "City of Salem Treasurer".  
• 10% or \$10 penalty whichever is greater per classification if not filed and paid by **March** of tax year plus 10% interest per annum accrues from due date until paid.  
• Location changes **MUST** be approved by Zoning Administrator  
Phone: (540) 375-3032 Email: communitydev@salemva.gov  
• All Corporate or assumed / fictitious name changes must be registered with the Virginia State Corporation Commission (866-722-2551)  
www.scc.virginia.gov and proof of registration attached.

## SECTION 1 BUSINESS INFORMATION - PLEASE VERIFY OR PROVIDE

|                        |            |  |         |           |     |
|------------------------|------------|--|---------|-----------|-----|
| CORPORATE/ OWNER NAME  |            | ASSUMED / FICTITIOUS NAME / TRADE NAME |         | ACCOUNT # |     |
| SALEM BUSINESS ADDRESS |            | BUS. START DATE IN SALEM               |         | EIN / SSN |     |
| STATE LICENSE#         |            |  |         |           |     |
| MAILING ADDRESS        |            | CITY                                   |         | STATE     | ZIP |
| REGISTERED AGENT       | CORP PHONE | LOCAL PHONE                            | E-MAIL  |           |     |
| PRIMARY CONTACT        | TITLE      | FAX                                    | WEBSITE |           |     |

## SECTION 2 VIRGINIA PROFESSIONAL OR OCCUPATIONAL LICENSE

|                          |                         |            |                 |
|--------------------------|-------------------------|------------|-----------------|
| NAME OF REGULATING BOARD | VIRGINIA LICENSE NUMBER | ISSUE DATE | EXPIRATION DATE |
|--------------------------|-------------------------|------------|-----------------|

### SPECIAL INSTRUCTIONS:

- Gross receipts include receipts from sales made, services rendered, or activities conducted from a place of business or residence within the city including ABC sales (ABC sales must be included with total retail or wholesale gross receipts)
- COMPLETE RETURN: Renewals must be signed by the owner, partner, member, or corporate officer; and a gross receipts figure **MUST** be provided in column B to be considered complete. If no gross receipts, please enter "0"

## SECTION 3 BUSINESS LICENSE(S)-GROSS RECEIPTS MUST BE PROVIDED FOR EACH CATEGORY UNLESS FLAT FEE IS PRINTED IN COLUMN F

| A. BUSINESS TYPE<br><small>If you have changed the nature of your business or added/deleted a line of business contact the Commissioner's office<br/>*CONTRACTORS SEE REVERSE*</small> | B. 2022 ACTUAL GROSS RECEIPTS<br><small>(FOR BUSINESSES THAT BEGAN BEFORE 1/1/22)</small> | C. ESTIMATED GROSS RECEIPTS<br><small>(FOR BUSINESSES THAT BEGIN AFTER 1/1/22 ONLY)</small> | D. TAX RATE<br><small>(IF GROSS RECEIPTS ARE \$50,000 OR MORE MULTIPLY BY RATE BELOW)</small> | E. \$50 LICENSE FEE<br><small>(IF GROSS RECEIPTS ARE \$49,999 OR LESS)</small> | F. FLAT TAX<br><small>(SEE REVERSE - CERTAIN BUSINESS CLASSIFICATIONS)</small> | G. TAX OR FEE DUE |
|--|---|---|---|--|--|-------------------|
|  |   |   |   |  |  |                   |
|  |   |   |   |  |  |                   |
|  |   |   |   |  |  |                   |
|  |   |   |   |  |  |                   |

**Gross Receipts:** If less than \$50,000 (1) Complete column B or C (2) Enter \$50 in column E and G; If \$50,000 or over: (1) Complete column B or C (2) Determine the amount due in column G by multiplying the gross receipts in Column B (if in business for full CY2022), or by columns C (if in business less than full CY 2022) by the rate shown in column D (3) Enter this amount in column G.  
**Flat Tax:** See flat tax rates on reverse side of this form. Columns F + G will be preprinted with the applicable flat tax amount due.

|  |    |
|--|----|
| TOTAL OF COLUMN G - TAX/FEE DUE:   | \$ |
| SUPPLEMENTAL FROM PAGE 2 (BUSINESSES BEGINNING OPERATION AFTER 1/1/2022 ONLY): | \$ |
| PENALTY (10% or \$10 whichever is greater per classification AFTER MARCH 1):   | \$ |
| INTEREST (.83% PER MONTH AFTER APRIL 1):                                       | \$ |
| (MAKE CHECKS PAYABLE TO: SALEM CITY TREASURER) GRAND TOTAL DUE:                | \$ |

**OATH:** 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.

|  |                |
|--|----------------|
| SIGNATURE OF APPLICANT:                        | DATE:          |
| PRINT / TYPE NAME AND TITLE OF PERSON SIGNING: | PHONE / EMAIL: |

| OFFICE USE ONLY |                        |                    |              |              |
|-----------------|------------------------|--------------------|--------------|--------------|
| PAYMENT AMOUNT  | PAYMENT TYPE / CHECK # | LEGAL RECEIPT DATE | PROCESS DATE | PROCESSED BY |

SEE REVERSE FOR SECTIONS 4 AND 5

**SECTION 4: ARE YOU CLAIMING A VEHICLE(S) FOR BUSINESS USE THAT ARE NOT TITLED TO THE BUSINESS?**

If you are claiming a vehicle(s) for business use on your income taxes, please provide the details below. A vehicle used more than 50% for business purposes, under the Personal Property Tax Relief Act of 1998 (PPTR), is considered by State Law to have a business use and does not qualify for tax relief.

| YEAR | MAKE | MODEL | VIN |
|------|------|-------|-----|
|      |      |       |     |
|      |      |       |     |

**SECTION 5: HOW TO FILE BUSINESS LICENSE RENEWAL**

|                         |   |
|-------------------------|---|
| <b>Email:</b>           | <a href="mailto:commissioner@salemva.gov">commissioner@salemva.gov</a> –application will be processed, and an invoice will be emailed to you. Payment can then be made by phone (540) 375-3024 or mail. |
| <b>Mail W/ Payment:</b> | PO Box 869 Salem, VA 24153-license and decal will be returned by mail   |
| <b>In Person:</b>       | 114 N Broad St. Salem, VA 24153-license and decal will be issued in office  |

**Submission of an incomplete application or missing required documentation may result in denial of your application and late payment fees.**

**BUSINESS LICENSE TAX RATES FOR GROSS RECEIPTS OF \$50,000 OR MORE**

|  |          |   |          |
|--|----------|---|----------|
| Retailers, Short Term Rental, Direct Sellers                     | \$0.0020 | Wholesalers or Wholesale Merchants              | \$0.0013 |
| Repair, Personal, Business, Amusement Services & Comm. Merchants | \$0.0036 | Contractors, Developers, & Speculative Builders | \$0.0016 |
| Financial, Real Estate, and Professional Services                | \$0.0058 | Utility Company                                 | \$0.0050 |

**FLAT BUSINESS LICENSE TAX/FEEs**

|                                      |            |                              |       |                        |        |
|--------------------------------------|------------|------------------------------|-------|------------------------|--------|
| Solicitation permit                  | \$15/month | Peddlers                     | \$200 | Winery                 | \$1000 |
| Fortunetellers, Clairvoyants, etc.   | \$1000     | Tobacco                      | \$10  | Brewery                | \$1000 |
| Carnivals and Circuses (For Profit)  | \$500/Day  | Itinerant Merchant, Food     | \$50  | Distiller              | \$1000 |
| Secondhand (Junk) Dealer             | \$200      | Itinerant Merchant, Non-Food | \$500 | Manufacturer (Alcohol) | \$150  |
| Secondhand (Junk) Canvasser or Agent | \$50       | Show and Sale                | \$30  | Beer Wholesaler        | \$200  |
| Pawnbroker                           | \$150      | Wholesale Wine Distributor   | \$50  | Wine Wholesaler        | \$50   |
| Out of State Photographer            | \$30       | Wholesale Beer Distributor   | \$250 | Bottler                | \$500  |

**VIRGINIA ALCOHOLIC BEVERAGE CONTROL (ABC) LICENSE FEES**

|                  |                      |  |                            |
|------------------|----------------------|--|----------------------------|
| BEER AND WINE:   | On Premises: \$50    | Off Premises: \$50                       | On/Off Premises: \$100     |
| MIXED BEVERAGES: | 0-100 Seating: \$200 | 101-150 Seating or Nonprofit club: \$350 | 151 or more Seating: \$500 |

\*All Alcohol sales REQUIRE a Commonwealth of Virginia issued ABC license. Salem City ABC fees are based on this state licensure.

**CONTRACTORS ONLY**

• The Virginia Workers' Compensation Act, Title 65.2 of the Code of Virginia amendment requires that no business license be issued or reissued to a contractor without proof of compliance with the Worker's Compensation Commission. The required form 61A is available to be completed online or printed at [www.workcomp.virginia.gov](http://www.workcomp.virginia.gov). Once submitted you will receive an acknowledgement of compliance which MUST be remitted with your business license application. Without this form your business license will not be issued and you will not be able to obtain City of Salem building permits. Please contact the VWC Insurance Department at (804) 205-3586 or [vwinsurance@workcomp.virginia.gov](mailto:vwinsurance@workcomp.virginia.gov).

• General Contractors should submit a list of subcontractors used for jobs in Salem City during the prior year. Include contact information, job locations, and totals paid to each.

• Title 54.1 of the Code of Virginia: Any contractor who undertakes to bid upon, accept, or offer to accept a single contract or project of \$1,000 or more, must register with the State Board of Contractors. A COPY OF THIS STATE CONTRACTORS LICENSE MUST BE ATTACHED.

• Contractors that do not accept any single contract of \$1000.00 or more, and the total value of all such contraction, removal, and/or repair undertaken within any 12-month period will not exceed \$150,000 must submit an affidavit stating they are not subject to State licensure to be classified as a Contractor for business license purposes.

**ALL CONTRACTORS MUST ATTACH COPIES OF 2023 BUSINESS LICENSE APPLICATIONS FROM OTHER LOCALITIES & SUBTRACT THIS AMOUNT OF GROSS RECEIPTS FROM TOTAL GROSS RECEIPTS ON LINE BELOW. FAILURE TO ATTACH RECEIPTS WILL RESULT IN BILLING ON ENTIRE GROSS. LISTS OF AMOUNTS WILL NOT BE ACCEPTED.**

\$ \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**TOTAL 2021 GROSS RECEIPTS                      GROSS FILED W/ OTHER LOCALITIES                      TOTAL RECEIPTS PAYABLE TO SALEM (ENTER ON FRONT)**

**OTHER INFO**

- **REAL ESTATE BROKERS:** Pursuant to Virginia Code Section 58.1-3232.2: All brokers claiming exclusions for commissions paid to its agents must identify each agent to whom excluded receipts have been paid and the jurisdiction in the Commonwealth of Virginia to which the agent is subject to business license taxes. **This list must be attached in order to subtract exclusions from gross receipts**
- **Wholesale Merchants** may substitute gross purchases for gross receipts.
- **BUSINESS BEGINNING OPERATION AFTER JANUARY 1, 2021:** All businesses that were not in operation for a full 12 months the prior year or who based their prior year license on an estimate of gross receipts shall be subject to supplemental billing. Please see enclosed form for proper calculations of tax amount due.

**In accordance with Virginia Code and Salem City Code, any business owing delinquent taxes of any type shall not receive a business license until all taxes are paid in full. If a delinquency occurs after the license has been issued the license will be considered invalid until all delinquencies have been paid. Failure to Obtain a License is a criminal offense, punishable by fines, imprisonment and /or closure of business.**