



Powhatan County

Economic Development

WELCOME!

START YOUR BUSINESS - BUSINESS LICENSES GUIDE

A. Permitting/Zoning

1. Potential businesses are encouraged to visit the Community Development Department to:

- Ensure that the business is permitted at the desired location;
- Determine if building permits are needed prior to opening your business.

The Community Development Department will ensure that your business and building plans are up to Code and ready for operation.

To check the present zoning of your business location, please visit the Powhatan County's Online Mapping Tool at www.powhatanvarealestate.org. Or call (804-598-5621).

Based on the current zoning of the property and future uses, additional forms and/or approvals may be needed prior to opening your business.

Planning Director – Andrew Pompei - apompei@powhatanva.gov

Building Official – Ralph Shelton - rshelton@powhatanva.gov

B. Business Naming

2. If you are you a corporation, limited partnership or limited liability company? If so, have you filed your name with the State Corporation Commission? **Please note that this is required before applying for a business license with the County.** <https://www.scc.virginia.gov/clk/formfee.aspx>

3. If you are considering *Doing Business As* or a *Trade Name*? If so, have you registered your name with the Clerk of Circuit Court's office? **Please note that this is required before applying for a business license with the County.** [Certificate of Assumed or Fictitious Name Form](#) attached to business application. Businesses in personal name do not need this. Circuit Court Clerk's Office:

Rene Holy- Chief Deputy Clerk - rholy@vacourts.gov (804-598-5660)

C. Licensing

4. All potential businesses in Powhatan County must apply for a business license through the Commissioner of Revenue's Office, which is located in the County Administration Building. Most businesses located within Powhatan County are subject to a Powhatan County business license tax. All Powhatan County business licenses require an *annual flat fee* of \$50.00. Powhatan County does NOT tax businesses based on gross receipts. [Business License Application](#)

New businesses must obtain all required licenses prior to grossing \$3,000 during a calendar year. Note that:

- Direct-Selling businesses must obtain required licenses prior to grossing \$4,000.
- Out-of-county contractors must obtain required licenses prior to grossing \$25,000.

For existing businesses, renewal applications must be filed in the Commissioner of Revenue's Office or postmarked on or before March 1 of each year to avoid a \$10 late payment penalty. **File with:**

Commissioner of Revenue – Jamie Timberlake - jtimberlake@powhatanva.gov

*Andrea Ross – Deputy Business License Clerk - aross@powhatanva.gov
(804-598-5616)*

D. Business License Steps

- 5. ALL APPLICANTS:** The following items **must** be submitted with completed business application to the Commissioner of Revenue's Office.
- ✓ Zoning approval from the Community Development Department (if the business location is within Powhatan County)
 - ✓ State Corporation Commission information (if applicable)
 - ✓ Certificate of Assumed Name form filed with the Clerk's Office (if applicable)
 - ✓ Statement of Partners form filed with the Clerk's Office (if applicable)
 - ✓ Payment (make checks payable to Treasurer, Powhatan County)

CONTRACTORS ONLY:

- ✓ State Contractor's License or Affidavit of Contractor
- ✓ Proof of valid Business License from home locality **only** if work to be done is **less than \$25,000**. (No need to apply for business license).
- ✓ Contractor's Certification of Workers Compensation Liability form (Form 61-A) must be filled out for each locality where business license is applied for (self-employed & employees).

NOTES

- Home based businesses are encouraged to visit the Planning & Zoning department to make sure your home is properly zoned for your business.
- Contractors whose business located outside of Powhatan **do not** need to visit Planning & Zoning in reference to a business license.

Economic Development Opportunities for Businesses

- Ribbon Cutting for Grand Opening
- Press Releases for opening distributed to various media sources
- Social Media announcement of Grand Opening
- Introduction information to Powhatan Chamber of Commerce
- On-going business development support
- Contacts for various business needs (Sales, Marketing, Workforce, Expansions)

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