



*Town of Middletown*  
**7875 Church Street**  
**Middletown, Virginia 22645**  
**(540) 869-2226 ♦ Fax (540) 869-4306**  
*Gateway to Cedar Creek and Belle Grove National Historical Park*

## **NEW BUSINESS LICENSE APPLICATION**

NAME OF BUSINESS: \_\_\_\_\_

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

BUSINESS TELEPHONE: \_\_\_\_\_ FED I.D. OR SS #: \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_

NAME OF OWNER (S): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT AND TELEPHONE: \_\_\_\_\_

ESTIMATED GROSS RECEIPTS FOR CALENDAR YEAR **20**\_\_\_\_\_ \$ \_\_\_\_\_

Gross receipts of the business defined: The gross sales of merchandise and gross receipts of the business occupation or profession from all earnings, fees, commissions, brokerage charges and rentals from all income whatsoever arising from or growing out of the conduct of the business, occupation or profession licensed by the Town during the license year. Gross receipts shall not include any amount paid to the State of Virginia Retail Sales or Use Tax.

FEES: All sales and service (professional, financial, real estate, repair or personal) .2% of gross receipts or .20 per \$100. All contractors .16 % of gross receipts or .16 per \$100. ABC on premise \$25.00 ABC off premise \$25.00 On and Off \$50.00

Licenses are due on or before January 31<sup>st</sup>. A \$10.00 penalty or 10% of license fee, whichever is greater, will be assessed after January 31<sup>st</sup> and an additional 1% will be assessed each month thereafter.

The minimum fee is \$30.00 and is based on gross receipts totaling \$15,000.00 or less. If you expect that your gross receipts will be in excess of \$15,000.00 during the year in which you are making this application, you must estimate your gross receipts and pay the initial tax based on that amount.

I, the undersigned hereby acknowledge that in order to operate a business within the Town of Middletown, I must comply with all local codes as well as state laws.

\_\_\_\_\_

Date

\_\_\_\_\_

Owner Signature

FOR OFFICE USE ONLY

License Number \_\_\_\_\_

Fee paid \_\_\_\_\_