



## 2022 RENEWAL BUSINESS LICENSE APPLICATION

**Laura M. Ecmovic**  
 COMMISSIONER OF REVENUE  
 P.O. BOX 99  
 NEW KENT, VIRGINIA 23124  
 PHONE (804) 966 – 9610  
 FAX (804) 966 – 5562  
[businessadmin@newkent-va.us](mailto:businessadmin@newkent-va.us)

BUSINESS INFORMATION			
BUSINESS: OWNER: ADDRESS 1: ADDRESS 2: CITY ST ZIP:	BPOL ACCOUNT	BPP ACCOUNT	
	VA CONTRACTORS, ARCHITECT OR ENGINEER LICENSE:		EXP
	VA SALES TAX REGISTRATION #		

**DUE MAY 2, 2022**

**REVIEW INSTRUCTIONS ON BACK OF FORM**

<b>2021 GROSS RECEIPTS:</b>		\$
		\$
		\$

**DO NOT SEND PAYMENT WITH THIS APPLICATION  
 A BILL WILL BE SENT FOR PAYMENT DUE BY JUNE 30, 2022**

<b>HAS THIS BUSINESS CLOSED?</b>		<b>IF YES, DATE BUSINESS CLOSED</b>	
----------------------------------	--	-------------------------------------	--

RENEWAL CHECKLIST	
ALL REQUIRED FORMS MUST BE RETURNED WITH APPLICATION	
<b>ALL BUSINESSES</b>	Renewal Business License Application - Licenses must either renew annually by May 1 (or next business day) or close by sending written notice to: Commissioner of the Revenue, PO Box 99, New Kent VA 23124
<b>ALL BUSINESSES</b>	Business Property Return- FORM 762 – If business closed complete Business Closure form to report disposition of assets <a href="http://www.co.new-kent.va.us/DocumentCenter/View/6208/BUSINESS-CLOSURE-FORM?bidId=">http://www.co.new-kent.va.us/DocumentCenter/View/6208/BUSINESS-CLOSURE-FORM?bidId=</a>
<b>STATE LICENSED CONTRACTORS</b>	Copy of Acknowledgement of Compliance from Virginia Workers Comp Commission - - <a href="https://webfile.workcomp.virginia.gov/portal/vwc-portal/Form61A">https://webfile.workcomp.virginia.gov/portal/vwc-portal/Form61A</a> ; <b>no exceptions.</b> <i>Do not send copies of insurance certificates.</i>
<b>STATE LICENSED CONTRACTORS</b>	Copy of valid Virginia Class A, B, or C Contractor’s License
<b>HANDYMAN AFFIDAVIT</b>	Is not licensed by the Virginia Board for contractors to perform contracting work; affidavit required <a href="http://www.co.new-kent.va.us/DocumentCenter/View/3353/HANDYMAN-AFFIDAVIT?bidId=">http://www.co.new-kent.va.us/DocumentCenter/View/3353/HANDYMAN-AFFIDAVIT?bidId=</a>

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, AND THAT I UNDERSTAND THE LIMITS OF THIS LICENSE.

AUTHORIZED SIGNATURE AND TITLE

DATE

EMAIL

FOR OFFICE USE ONLY																	
RECEIVED BY				DATE		PROCESSED				DATE							
BPP 762				CONTRACTOR CERTIFICATION				WORKMANS COMP:									
Y		N		N/A		Y		N		N/A		Y		N		N/A	
NOTES:																	

## BUSINESS LICENSE RENEWAL INSTRUCTIONS

A late filing penalty of 10% or \$10 (whichever is greater) will be applied if not received by the due date.

**GROSS RECEIPTS:** The total amount of money a business receives from all sources during an accounting period without deducting any expenses or costs unless otherwise provided by State or County Code.

**CONTRACTOR:** Code of Virginia § 54.1-1100, a "Contractor" is any person, that for a fixed price, commission, fee or percentage undertakes to bid upon, or accepts, or offers to accept, orders or contracts for performing, managing, or superintending in whole or in part, the construction, removal, repair or improvement of any building or structure permanently annexed to real property owned, controlled, or leased by him or another person or any other improvements to such real property... "improvement" shall include (i) remediation, cleanup, or containment of premises to remove contaminants or (ii) site work necessary to make certain real property usable for human occupancy according to the guidelines established pursuant to § 32.1-11.7.

**Contractors** must attach a **list of any deductions claimed for work done in other localities** where licenses were obtained in **2021**.

CONTRACTOR TOTAL GROSS RECEIPTS	LESS	REPORTED TO OTHER LOCALITY	ADJUSTED GROSS RECEIPTS (use on front to report your Gross)
\$	-	\$	\$

**HANDYMAN:** is not licensed by the Virginia Board for Contractors. **Cannot** obtain building permits, accept over \$1,000 for any single project, perform electrical, plumbing, irrigation or HVAC work or use a trade name that suggests performance thereof. Handyman affidavit required.

**RETAIL:** "Retail sale" means a sale of goods, wares and merchandise for use or consumption by the purchaser or for any purpose other than resale by the purchaser, but does not include sales at wholesale to institutional, commercial, industrial, and governmental users that are classified as wholesale sales. (do not include any fees collected for the state, such as lottery, licenses or taxes paid as gross receipts)

**GASOLINE/DIESEL RETAIL:** "Gas retailer" means a person or entity engaged in business as a retailer offering to sell at retail on a daily basis alternative fuel, blended fuel, diesel fuel, gasohol, or gasoline, as such terms are defined in § 58.1-2201.

TOTAL GROSS RECEIPTS (Including non-gas receipts)	LESS	EXISE TAXES PAID	ADJUSTED GROSS RECEIPTS (use on front to report your Gross)
\$	-	\$	\$

TAX RATES			
LICENSE CLASSIFICATION	BASIS	RATE PER \$100	MINIMUM TAX *
CONTRACTOR	Gross Receipts	\$ 0.12	\$ 30.00
HANDYMAN	Gross Receipts	\$ 0.12	\$ 30.00
RETAIL	Gross Receipts	\$ 0.15	\$ 30.00
WHOLESALE	Gross Receipts	\$ 0.04	\$ 30.00
REPAIRS, PERSONAL, BUSINESS & OTHER SERVICES	Gross Receipts	\$ 0.27	\$ 30.00
FINANCIAL, REAL ESTATE & PROFESSIONAL SERVICES	Gross Receipts	\$ 0.44	\$ 30.00
UTILITY	Gross Receipts	\$ 0.42	\$ 30.00
MISCELLANEOUS	Gross Receipts	\$ 0.27	\$ 30.00
ITINERANT MERCHANT OR PEDDLER	Flat Fee	\$ 250	\$ 250

**\*BUSINESSES WITH GROSS RECEIPTS OF LESS THAN \$10,000 HAVE NO LICENSE TAX OR FEE. ALL BUSINESSES ARE REQUIRED TO FILE ANNUALLY**