



APPLICATION FOR 2026 TOWN BUSINESS LICENSE

OWNERSHIP STATUS: () SOLE-PROPRIETOR () PARTNERSHIP () CORPORATION () LLC

CURRENT LICENSE HOLDER RENEWAL _____(yes) _____(no)

APPLICANT NAME: _____

TRADE NAME OF BUSINESS: _____

***CONTRACTORS, BUILDERS & DEVELOPERS, ARCHITECTS AND ENGINEERS: ALSO SEE PAGE TWO**

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____ MAP# _____

PHONE: (_____) _____ SSN or FEIN: _____

EMAIL: _____

REGISTERED AGENT NAME: _____

NATURE OF BUSINESS FOR WHICH LICENSE IS APPLIED:

***TOTAL GROSS RECEIPTS** AS REPORTED TO THE COMMONWEALTH OF VIRGINIA DERIVED FROM SUCH BUSINESS DURING THE PREVIOUS YEAR ENDING DECEMBER 31, 2025 (if not available at the time you submit the application you can provide this when payment is sent no later than July 1, 2026 extended to August 1, 2026) \$ _____

***(FAILURE TO COMPLETE WILL RESULT IN MAXIMUM FEE)**

FEES BASED ON GROSS RECEIPTS	
PLEASE SELECT ONE	
\$.00 TO \$100,000	\$50.00
\$100,001 - \$300,000	\$150.00
OVER \$300,001	\$300.00
TOTAL DUE	

AFFIDAVIT OF APPLICANT

I HEREBY SWEAR AND AFFIRM THAT ALL INFORMATION CONTAINED ON THE ABOVE APPLICATION FOR A TOWN OF URBANNA BUSINESS LICENSE IS TRUE AND CORRECT. I UNDERSTRAND THAT MAKING A FALSE OR FRAUDULENT STATEMENT ON THIS APPLICATION MAY SUBJECT ME TO A PENALTY OF 25% OF THE LICENSE PROPERLY DUE, IN ADDITION TO ANY OTHER PENALTIES THAT MAY BE IMPOSED. NOTE: IF THE APPLICANT IS (1) AN INDIVIDUAL, THIS AFFIDAVIT MAY BE MADE BY HIM/HER, (2) A PARTNERSHIP, BY ONE OF ITS MEMBERS, OR (3) A CORPORATION, BY AN OFFICER THEREOF HAVING KNOWLEDGE OF THE CORRECTNESS OF THE STATEMENTS MADE IN THE APPLICATION.

SIGNATURE _____ DATE _____

COMPLETED APPLICATIONS FOR LICENSE RENEWAL July 1, 2026 – June 30, 2027

AND LICENSE FEES ARE DUE NO LATER THAN ~~JULY 1, 2026~~ EXTENDED AUGUST 1, 2026

A 10% PENALTY WILL BE ADDED AFTER THAT DATE

See other side ----->

***CONTRACTORS, BUILDERS & DEVELOPERS, ARCHITECTS AND ENGINEERS:**

License # _____

EXPIRATION DATE: _____ NAIC CODE: _____

DATE BUSINESS BEGAN IN URBANNA: _____

If VA State License Number and Expiration Date are not provided then Individual Contractors, Builders and Developers under \$1,000 per contract must certify there is no requirement to have a VA state license.

Individuals must possess a valid Tradesman License in order to waive their contractor license requirement.

Under penalty of law, the applicant certifies that he/she ___Is /___Is Not required to have a Commonwealth of Virginia license pursuant to Virginia Code 54.1-1111(B).

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SIGNATURE _____ DATE _____

(Office Use Only):

DATE RECEIVED: _____

Zoning Approval: _____ Date: _____

LICENSE NUMBER: _____ AMOUNT PAID: _____