



CITY OF HOPEWELL, VIRGINIA
P.O. Box 1604 Hopewell, VA 23860
Phone: (804) 541-2237 Fax: (804) 541-2207
Debra Kloske Reason, Master Commissioner of the Revenue

2024

BUSINESS LICENSE APPLICATION & RENEWAL NOTICE

This form is due to be filed no later than March 1, 2024 and paid no later than March 31, 2024.

BUSINESS NAME / DBA / MAILING ADDRESS:		FEIN / SSN:
LOCAL STREET ADDRESS:		ACCOUNT #:
BUSINESS CLASSIFICATION / CATEGORY DESCRIPTION:		CUSTOMER #:
EMAIL ADDRESS:	DATE OPENED:	BUSINESS PHONE #:

If your business has moved or changed names please contact our office for instructions to update your business' information.

Gross Receipts License Information

IF YOU BEGAN BUSINESS BEFORE JANUARY 1, 2023 COMPLETE LINE 1 ONLY.
IF YOU BEGAN BUSINESS AFTER JANUARY 1, 2023 COMPLETE SECTIONS 2a and 2b.

1. Gross Receipts 2023: _____

2a. Actual Gross Receipts 2023: _____

2b. Estimated Gross Receipts 2024: _____

Less Allowance (Must provide proof of gas/excise taxes paid)
For Gas Retailers Only _____

TOTAL GROSS RECEIPTS _____

(MINIMUM LICENSE FEE IS 30.00)

Oath: I, the undersigned, do swear (or affirm) that the forgoing figures and statements are true, full and correct to the best of my knowledge and belief.

License Amount Due _____

Late Filing Penalty (10%) _____

Enterprise Zone Allowance _____

Grand Total _____

Signature of Applicant and Title Date

To avoid processing delays be sure to return all required documents with completed application.

If no longer in business, please provide date business closed, sign and date, and return this application to the Commissioner of the Revenue's office.

Date Business Closed

Make Check Payable to:
Treasurer, City of Hopewell

MAIL TO:
City of Hopewell
Commissioner of the Revenue
P.O. Box 1604, Hopewell, VA 23860

Business License Rate Schedule

Businesses that have gross receipts of \$12,000 or more please use the tax rate schedule below. A MINIMUM LICENSE OF \$30.00 APPLIES IF GROSS RECEIPTS ARE LESS THAN 12,000.00. Your classification is listed on the front of this application on the line showing your category descriptions. Use the first two digits

- Class A1** Contracting = .0016 x gross receipts
- Class B2** Retail Merchant = .0020 x gross receipts
- Class C3** Financial, real estate, & professional services = .0058 x gross receipts
- Class D4** Repair, personal business, or other services = .0036 x gross receipts
- Class E5** Persons licensed by VA ABC to manufacture, bottle, or sell alcoholic beverages
ABC License is not based on gross receipts.
- Retail Beer on premises \$40.00
 - Retail Beer on & off premises \$45.00
 - Retail Wine & Beer on premises \$45.00
 - Retail Wine & Beer off premises \$45.00
 - Retail Wine & Beer on & off premises \$55.00
 - Retail Wine & Beer on & Beer off premises \$50.00
 - Retail Wine & Beer off & Beer on premises \$50.00
 - Retail Winery off premises \$40.00
 - Mixed Beverage seating capacity (50-100) \$200.00
 - Mixed Beverage seating capacity (100-150) \$350.00
 - Mixed Beverage seating capacity (over 150) \$500.00
 - Mixed Beverage nonprofit club \$350.00
- Class F6** Building & Loan Association = Flat Fee = \$50.00
- Class G7** Coin Operated Machines = .0020 x gross receipts
- Class H8** Coin Vending of Merchandise & Stamps = .0020 x gross receipts
- Class I9** Peddlers = Flat Fee varies from \$50.00 to \$500.00
Mobile Canteen = \$250.00
- Class J10** Public Service Corporations = ½ of 1% Gross Receipts
- Class K11** Wholesale Merchants = .0025 x purchases (Minimum 30.00)
- Class L12** Coin Operated Machines, Amusement Machines Only
Coin Machine Operator owning more than 3 and less than 10 machines = \$175.00
Coin Machine Operator owning 10 or more = \$200.00
- Class O15** Fortune Tellers = Flat Rate \$1,000.00

To avoid late filing penalty, this application must be received on or before March 1.

IMPORTANT:

Once you open a business license account, you must either renew it every year or close it by sending a written notice to:

Commissioner of the Revenue, P.O. Box 1604, Hopewell, VA 23860.

FAILURE TO DO SO WILL RESULT IN ADMINISTRATIVE ASSESSMENT OF BUSINESS TAXES AND COULD RESULT IN COLLECTIONS ACTIVITY.