

# DAMASCUS

208 WEST LAUREL AVENUE, P.O. BOX 576, DAMASCUS, VA 24236  
treasurer@damascus.org & 276-475-3831 ext. 1

## Business License Application & Renewal

**All fields on this application must be completed in order to be accepted.**

*Annual license renewal due by March 31, effective May 1. New businesses may apply at any time of year.*

### BUSINESS OWNER REQUIREMENTS

- Meals and Lodging Tax Form (monthly, if applicable)
- Zoning / Conditional Use Permit (prior to commencing business, if applicable)
- Contractor's License (if applicable)
- Itinerant Merchants and Peddlers Form (if applicable)
- Optional: enrollment in the Damascus Business Group
- Optional: annual website registration

### BUSINESS

Name:	
FEIN/Tax ID (if applicable):	GIS Map ID: <b>172B</b>
Physical Address:	
Mailing Address:	
Email Address:	Phone Number:
Website:	
Please Check One: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC	
Nature of the business:	
This is a public location and should be included on the town maps. <input type="checkbox"/> YES <input type="checkbox"/> NO	

### IF TRANSIENT LODGING

Number of units included with this business license:
Monthly lodging tax is remitted by (list all):

### BUSINESS OWNER

Name:	
Physical Address:	
Mailing Address:	
Email Address:	Phone Number:

### EMERGENCY CONTACT FOR BUSINESS

Name:	Phone Number:
-------	---------------

# BUSINESS FEE WORKSHEET

## New Business Fee

If this is a new business, the first-time license is a flat fee of \$50. \$ \_\_\_\_\_

## Business License Renewal Fee

The business license fee is \$0.20 per \$100.00 of gross receipts for January 1 to December 31 of the previous year for existing businesses. Gross receipts are subject to audit.

Gross receipts \$ \_\_\_\_\_ x .002 = business tax owed. \$ \_\_\_\_\_

*\*For gross receipts of less than \$25,000, the license renewal fee is \$50.*

- If your license was **not** renewed by March 31, add a 10% penalty. + \$ \_\_\_\_\_
- If your business sells alcohol, add the ABC license fee of \$25. + \$ \_\_\_\_\_
- If you would like to be in the Damascus Business Group, add \$50. + \$ \_\_\_\_\_

## Website Registration

To have your business listed on [www.VisitDamascus.org](http://www.VisitDamascus.org), check the option(s) that apply to you. Website registration must be renewed annually; failure to renew on time will result in the listing being removed.

- The annual fee to list an in-town business is \$75. + \$ \_\_\_\_\_
- Plus a one-time setup fee of \$50 if this is a new website listing. + \$ \_\_\_\_\_

*\*Listings may be updated once per year. A \$10 change request fee will apply for additional changes.*

*\*Businesses are listed on the website using the information provided on the business license. You may also include a brief description and logo/photos. Please submit updates to [info@damascus.org](mailto:info@damascus.org).*

**TOTAL AMOUNT DUE = \$ \_\_\_\_\_**

I acknowledge that business licenses must be renewed annually by March 31.

I acknowledge that all business and personal taxes (meals, lodging, real estate, and personal property) must be current in order to receive a business license. For transient lodging: I acknowledge that it is my responsibility to submit a monthly lodging tax report to the town, regardless of who remits the tax payment.

I acknowledge that businesses can legally be closed for failure to obtain a business license and/or pay taxes.

I hereby certify that the amount reported as gross receipts/purchases from my business or profession, as reported, are herein true and correct.

**Signature of Applicant** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date** \_\_\_\_\_

*Licensed businesses are listed at [www.Damascus.org](http://www.Damascus.org). A printed business license is available upon request.*

**Remit payment to:** Town of Damascus, P.O. Box 576 Damascus, VA 24236 (memo: Business License)