



TOWN OF COLONIAL BEACH  
TREASURER'S OFFICE  
P. O. BOX 450  
COLONIAL BEACH, VIRGINIA 22443

(804) 224-7183 FAX (804) 224-7185  
COLONIAL BEACH, VIRGINIA 22443

RE: BUSINESS LICENSE APPLICATION

Dear Business Owner:

**\*\*\*Note: Are your Personal Property Taxes up to date? If not, contact the Treasurer's Office at 804-224-7183\*\*\***

I have enclosed application forms for the Business, Professional, and Occupational License for the Town of Colonial Beach. The completed application is due in my office by March 1<sup>st</sup> along with your gross receipts verification.

Under §13.1-8 of the Colonial Beach Code of Ordinances, verification of your tax return may be requested and/or your supporting records.

Under §13.1-11 of the Colonial Beach Code of Ordinances, no business license shall be issued until the applicant has produced satisfactory evidence that all delinquent business, personal property, meals, transient occupancy, severance and admissions taxes owed by the business to the town have been paid.

Taxes not based on gross receipts are due with the application. These are the flat fee taxes which include the following business categories: carnivals, circuses, speedways, fortune tellers, clairvoyants, practitioners of palmistry, massage parlors, alcoholic beverages, coin-operated machines, automobile graveyard, and door-to-door vendors. Checks for these taxes and associated fees should be enclosed with your application. Payment of Business License fees will be due no later than April 1<sup>st</sup> Penalty and interest will accrue after April 1<sup>st</sup>.

Under §58.1-7303.1 of the Virginia State Code, a penalty of 10 percent of the tax may be imposed upon the failure to file an application or the failure to pay the tax by the appropriate due date. Only the late filing penalty shall be imposed by the assessing official if both the application and payment are late; however, both penalties may be assessed if the assessing official determines that the taxpayer has a history of noncompliance.

If you have any questions, please contact me at (804) 224-7183, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. Thank you for your cooperation.

Sincerely,  
R. Adam Schaefer

Payment & Revenue Manager MGD

Enclosures



TOWN OF COLONIAL BEACH  
P. O. BOX 450  
COLONIAL BEACH, VA 22443  
(804) 224-7183 - FAX (804) 224-7185  
APPLICATION FOR BUSINESS LICENSE -  
LICENSE # \_\_\_\_\_



\*\*\*PLEASE PRINT OR TYPE EXACTLY AS LICENSE IS TO BE ISSUED\*\*\*

TRADE NAME \_\_\_\_\_  
STATE TAX I.D.# \_\_\_\_\_  
FEDERAL TAX I.D.# \_\_\_\_\_  
BUSINESS ADDRESS \_\_\_\_\_  
CITY, STATE & ZIP CODE \_\_\_\_\_  
TELEPHONE NUMBER ( ) \_\_\_\_\_  
FAX NUMBER ( ) \_\_\_\_\_  
MAILING ADDRESS (if other than bus. address) NATURE OF BUSINESS OR PROFESSION \_\_\_\_\_  
If business is conducted in the home, a Home Occupation Permit is required.  
Application is for (check one): New License \_\_\_\_\_  
Renewal \_\_\_\_\_  
(Estimate gross receipts for current year)  
(Actual gross receipts for preceding year)

# APPLICATION DUE MARCH 1ST

CATEGORY	CODE	GROSS RECEIPTS	CATEGORY	CODE	GROSS RECEIPTS
Contractors	13.1-10(b) (1)		Repair/Personal Bus. Service	13.1-10(b) (4)	
Retail Sales	13.1-10(b) (2)		Wholesale Merchants	13.1-10(b) (5)	
Professional Services	13.1-10(b) (3)		Direct Sales Wholesale/Retail	13.1-10(b) (9)	
Financial & Real Estate	13.1-10(b) (3)		Other		

OUT OF TOWN CONTRACTORS: Attach copy of your current locality business license

ABC LICENSE APPLIED FOR AND PERMITTED

MIXED BEVERAGES - CAPACITY \_\_\_\_\_

SEATING \_\_\_\_\_

FEE \$ \_\_\_\_\_

ALCOHOLIC BEVERAGES: (check only one which applies)

Retail on-premises beer only	Retail on and off premises beer and wine
Retail off-premises beer only	Retail on premises wine and beer only
Retail on and off premises beer	Retail off premises wine and beer only

COIN OPERATED MACHINES - SODA \_\_\_\_\_

OTHER \_\_\_\_\_

### IMPORTANT INFORMATION

Applications are due March 1st. Any license tax not received by April 1st will be considered delinquent. A 10% penalty may be added for failure to file the application or pay the tax on time. Also interest of 10% per annum will accrue on all amounts not paid by the due date. I certify that the statements and figures on this application are true and correct to the best of my knowledge and belief.

EXEMPT: \_\_\_\_\_

Date \_\_\_\_\_

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

Town of Colonial Beach  
Treasurer's office  
P.O. Box 450  
Colonial Beach, VA 22443

**LICENSE TAX SCHEDULE**

13.1-10(b) (1)	CONTRACTORS - .16 PER \$100.00	1. Air-conditioning 2. Brick or other masonry 3. Building 4. Cementing 5. Dredging 6. Electrical 7. Elevator installation 8. Erecting signs assessed as realty or painting on sides of buildings 9. Floor scraping or finishing 10. Foundations 11. House Moving 12. Paint and paper decorating 13. Plastering 14. Plumbing, heating stemfitting 15. Refrigeration 16. Road, street, bridge, sidewalk or curb and cutter 17. Roofing & tinning 18. Sewer drilling & well digging 19. Structural metal work 20. Tile, glass, flooring & floor covering 21. Wrecking, moving or excavating
13.1-10(b) (2)	RETAIL SALES - .20 PER \$100.00 (includes Restaurants)	1. Retail sales - makes retail sales 2. Peddler - carries merchandise from place to place 3. Itinerant Vendor
13.1-10(b) (3)	PROFESSIONAL SERVICES - .35 PER \$100.00	1. Architects 2. Attorneys-at-Law 3. Certified Public Accountants 4. Dentist 5. Engineers 6. Land Surveyors 7. Pharmacists 8. Practitioners of healing arts 9. Surgeons 10. Veterinarians
13.1-10(b) (3)	FINANCIAL & REAL ESTATE SERVICES - .35 PER \$100.00	
13.1-10(b) (4)	REPAIR, PERSONAL, BUSINESS & OTHER SERVICES - .20 PER \$100.00	1. Repair services any kind 2. Personal services 3. Business services 4. Amusement - Entertainment or shows 5. Marina
13.1-10(b) (5)	WHOLESALE MERCHANTS .05 PER \$100.00	
13.1-10(b) (6)	CARNIVALS - \$100.00 PER DAY	
13.1-10(b) (7)	FORTUNE TELLERS - \$500.00 PER YEAR	

NOTE: CATEGORY EXAMPLES DO NOT CONSTITUTE AN EXHAUSTIVE LIST. FOR FURTHER INFORMATION PLEASE CONSULT REGULATIONS PROMULGATED BY THE VIRGINIA DEPARTMENT OF TAXATION.

\*CANNOT PUT RETAIL SALES AND AMUSEMENTS ON SAME LICENSE SINCE NOT SAME TAX.  
 \*ONLY VENDING MACHINES WHICH GIVE ACTUAL MERCHANDISE OR STAMPS SHALL BE DEEMED RETAIL SALES.

13.1-10 (b) (8)	MESSAGE PARLORS - \$1,000.00 ANNUAL
13.1-10 (b) (9)	DIRECT SALES - 1. Retail sales - .15 per \$100.00 2. Wholesale sales - \$.05 per \$100.00
13.1-10 (b) (10)	HIGH-TECH SERVICES - .10 PER \$100.00
13.1-26	ALCOHOLIC BEVERAGES 1. Retail on-premises beer only - \$25.00 2. Retail off-premises beer only - \$25.00 3. Retail on & off premises beer & wine - \$75.00 4. Retail on & off premises beer & wine - \$75.00 5. Retail on premises wine & beer only - \$37.50 6. Retail off premises wine & beer only - \$37.50
13.1-27	ALCOHOLIC BEVERAGES - MIXED BEVERAGES 1. \$200.00 per annum for each restaurant with seating at tables of 50-100 persons. 2. \$350.00 per annum for each restaurant with seating at tables of 100 but not more than 150 persons. 3. \$500.00 per annum more than 150 persons. 4. Private, nonprofit club operating at restaurant on premises of such club, \$350.00 per annum. 5. \$500.00 per annum for each caterer. 6. Mixed beverage special events - \$100.00 for each day of event.
13.1-28	COIN-OPERATED MACHINES - OPERATORS LICENSE (If own more than (3) coin-in-slot machines) 1. Annual \$200.00 operation of 10 or more machines, \$150.00 for less than (10) machines.
13.1-29	HEAT, LIGHT, POWER AND GAS COMPANIES 0.005
13.1-30	TELEGRAPH AND TELEPHONE COMPANIES 0.005
13.1-31	AUTOMOBILE GRAVEYARDS - - \$250.00 ANNUAL