City of Alexandria

INTERDEPARTMENTAL FORM FOR APPROVALS, REFERRALS, AND REQUIREMENTS TO OBTAIN A BUSINESS LICENSE

Owner/Applicant Name _____ **Trade Name** _____

Business Address _____ **Nature of Business** _____

Signature and Date _____

INTERNAL USE ONLY:

Zoning and code approvals, miscellaneous tax registrations and any other relevant permits or licenses must be submitted with the Business License Application. (Code approval is subject to zoning approval.)

1. □ **Permit Center**
Office of Building and Fire Code Administration
Email: Permit.Center@alexandriava.gov
Telephone: 703.746.4200

Zoning Approval **Zone:**_____**Use:** _____

□ **Approved** □ **Approved with restrictions** □ **Disapproved** □ **Additional Information Required**

Zoning/Restrictions/Conditions: _____

_____

Date _____ **Signature** _____

Code Approval

□ **No Additional Code Enforcement Permit Required** □ **Additional Permits Required – Applicant Notified**

_____

Date _____ **Signature** _____

Additional Requirements *(if applicable)*:

2. □ **Virginia State Corporation Commission** (Office of the Clerk) - Entity Formation & Registration of Fictitious Trade Name; Telephone: 804. 371.9733 https://www.scc.virginia.gov

3. □ **Transportation and Environmental Services** (Traffic Division) - hauling, rickshaws, pedicabs, etc. Telephone: 703.746.4025 https://www.alexandriava.gov/permits/permit-guidelines-transportation-environmental-services

4. □ **Health Permit**
- **Alexandria Health Department –** full-service restaurants, carry-outs, grocery stores with prepared food, hotels, caterers, hospitals, childcare facilities, mobile food trucks, schools, etc. Telephone: 703.746.4910 Email: AlexEhHealth@vdh.virginia.gov
- **Virginia Department of Agriculture and Consumer Services (VDACS) -** grocery stores, convenience stores and ice cream shop that do not have food preparations, and home food processing. Telephone: 804.786.3520 Email: foodsafety@vdacs.virginia.gov

5. □ **Police Department** (Police Permit) - antique dealers, dealers of second-hand articles, junk dealers, jewelry stores, pawnbrokers, precious metals, gems, and solicitors, etc. pawnservices@alexandriava.gov

6. □ **Miscellaneous Tax Registrations**
- **Meals Sales Tax -** Restaurant, Carry Out, Etc.
- **Transient Lodging Tax** - Hotels, Apartment Hotels, Short-Term Rental Housing, Etc.
- **Short-Term Rental Tax -** Equipment Rental
- **Admission Tax -** Movie Theaters, Concerts, Tours, Performance, Amusement, Etc.