



Commissioner of the Revenue

City of Charlottesville

Phone: 434-970-3170

Email: citycorbiz@charlottesville.gov

Web: www.charlottesville.gov/cor

New Business License Checklist

- _____ www.irs.gov – To apply for an Employer Identification number.
- _____ www.tax.virginia.gov – To apply for a Retail Sales Tax number
- _____ www.scc.virginia.gov – To register trade name (DBA) in Virginia, LLC and Corp
- _____ www.dpor.virginia.gov – Professional Licenses
- _____ www.dhp.virginia.gov – Health Professional Licenses
- _____ www.abc.virginia.gov – Licensing for the sale of alcohol

Zoning: Office of Neighborhood Development Services - 434-970-3182 – www.charlottesville.gov/nds

- _____ Home Occupation Permit
- _____ Homestay Permit (For short term rental operators) – www.charlottesville.gov/homestays
- _____ Occupancy Permit (For commercial business locations).
- _____ Mobile Food Unit Permit (Food Trucks / Trailers)

Food Establishments:

- _____ Health Permit – Required for most food preparation and handling businesses
 - Contact Blue Ridge Health District - 434-972-6219
- _____ Food Handling Permit – Virginia Department of Agriculture & Consumer Services
 - (VADACS) – 804-625-3033 - Bakeries
- _____ Economic Development – Business Resources & Programs - 434-825-0508
- _____ Building Trades Contractor – Proof of valid Workers Compensation Coverage (if applicable)
- _____ Hemp Products Sales – VDACS Office of Hemp Enforcement
<https://www.vdacs.virginia.gov/food-hemp-product-enforcement.shtml>
- _____ City Market – For those vendors wishing to participate in the City Market or other markets sponsored by the City of Charlottesville - 434-970-3371
- _____ USPS – To advise the Post Office that mail will be received in the name of the business at this address.

The undersigned acknowledges receipt of this checklist to assist in the process of establishing a new business in the City of Charlottesville.

Applicant

Date