



FOR OFFICE USE:
License No. _____
License Fee _____
Penalty _____
Total _____
Date Issued _____

## TOWN OF MIDDLEBURG

10 W MARSHALL STREET  
P.O. BOX 187  
MIDDLEBURG, VA 20118  
540-687-5152  
www.townofmiddleburg.org

### APPLICATION FOR BUSINESS OR PROFESSIONAL LICENSE

1. APPLICANT'S NAME \_\_\_\_\_
2. BUSINESS/TRADE NAME \_\_\_\_\_
3. LOCATION ADDRESS \_\_\_\_\_
4. MAILING ADDRESS \_\_\_\_\_
5. DESCRIPTION OF BUSINESS \_\_\_\_\_
6. SOCIAL SECURITY # OR FEDERAL ID # \_\_\_\_\_
7. CONTRACTOR'S CLASS OR CLASS B LICENSE# \_\_\_\_\_
8. PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_
9. EMAIL ADDRESS: \_\_\_\_\_
10. DATE BUSINESS STARTED IN MIDDLEBURG \_\_\_\_\_
11. BUSINESS TYPE:     Corporation     Partnership     Sole Proprietor     LLC

<b>See Tax Calculation Instruction Sheet</b>
1. Category Name _____
2. Estimated Gross Receipts _____
3. Tax Rate _____
4. Flat Tax - ABC/OTHER _____
5. Total Amount Due _____

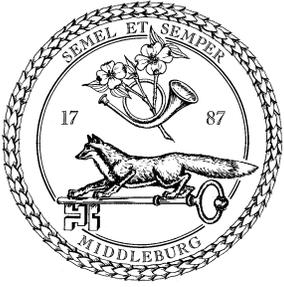
I (We) do hereby certify that the information given and the amount (s) herein reported as gross receipts from this business or profession are true and correct and that I am familiar with the town ordinance providing for penalties and revocation of my (our) license for making false or fraudulent statements in the application.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Title of Applicant \_\_\_\_\_ Phone number \_\_\_\_\_  
(If different from above business #)

Zoning Administrator Approval \_\_\_\_\_

Home-based: YES/NO



# ***TOWN OF MIDDLEBURG***

## **Loudoun County, Virginia**

Type of Business	Minimum Fee	Tax Rate per \$100 Of Gross Receipts
Business Service Occupation	\$30.00	\$0.22
Contractors	\$30.00	\$0.12
Financial Service	\$30.00	\$0.23
Itinerant Merchant		\$500/year
Personal Service Occupation	\$30.00	\$0.22
Professional Service	\$30.00	\$0.23
Real Estate	\$30.00	\$0.23
Repair Service Occupation	\$30.00	\$0.22
Retail (includes Restaurants)	\$30.00	\$0.15
Savings & Loan Assoc./Credit Unions	\$30.00	\$50/year
Wholesale	\$30.00	\$0.05

Telephone, Water, Heat,  
Light and Power Companies

½ of 1% of Gross Receipts of such Company accruing from sales to ultimate consumer within the corporate limits of the town.

Vendors/Craftsmen Selling at  
Limited Community and/or  
Church Events (As defined in Town Code Section 97-2)

\$10/day

Alcoholic Beverages License Tax:

Retail On – Premises Wine and Beer	\$ 37.50
Retail Off – Premises Wine and Beer	\$ 37.50
Retail On – Premises Beer	\$ 25.00
Retail Off – Premises Beer	\$ 25.00
Mixed Beverages – Seating capacity 50 -100 persons	\$200.00
- Seating capacity 100-150 persons	\$350.00
- Seating capacity over 150 persons	\$500.00

A private non-profit club operating a restaurant located on the premises of such club - \$350.00

For businesses that begin after January 1 of license year estimate your gross receipts from start of business to end of license year and enter under estimated gross receipts.

New Business License for Contractors: Fee based on amount of job over \$20,000.

Make checks payable to “The Town of Middleburg”