

Botetourt County Business License Guidelines:

Call Development Services ph # 540-473-8320 before you inquire about the Business License Application. Report the nature and business physical address even if it is a home based business.

Business License Application requires Name of Contact Person, Phone #, Federal ID # or Social Security #. Call Commissioner of the Revenue Office ph # 540-473-8270 for assistance completing the Business License Application.

Each tax rate category has a \$10 Minimum Fee.

Questions determining tax rate? (i.e.) Contractor rate applies to Home Builders and not a Landscaping business.

A NEW Botetourt County Business License must Estimate the Current Year Gross Receipts and pay the Business License Tax based on this Estimate. A Renewal Botetourt County Business License must pay based on the previous year gross receipts. A Renewal Business License with zero gross receipts for the previous year must pay the \$10 Minimum Fee.

The Business License Application is mailed to you every January. Please notify the Commissioner of Revenue Office of Address Changes for the Business License Application. If your business has closed, please return the signed application with the Date Business Closed.

Business License Tax Deadline is March 1st.

Late Penalty: Minimum \$10 or 10% whichever is more. Interest applies after May 1st.

Return the entire application with a check payable to Botetourt County Treasurer. There must be no delinquent personal property taxes on record.

A Business License is required of ALL Botetourt County Contractors and Subcontractors.

If the Contractor or Subcontractor business is not located in Botetourt County – a business license is required when the gross receipts generated in Botetourt County exceed \$25,000 for the year.