

# BUSINESS LICENSE APPLICATION

**Make Checks Payable to:  
City of Covington Treasurer**

**License Year**

MAIL TO:

City of Covington  
Commissioner of the Revenue  
PO Drawer 58  
Covington, VA 24426

*Please read charts on back before completing this  
application and return all copies with required  
information*

<b>Application/Trade Name/Mailing Address</b>		<b>Mailing Address or Location Change:</b>	
<b>Location Street Address</b>		<b>FIN/SSN#</b>	<b>Account Number</b>
<b>Category and Type</b>			
<b>Please remit application with your payment</b>			<b>Business Phone Number</b>

## Gross Receipts License Information:

New Business – Estimated Gross Receipts	\$	_____
<b>OTHERWISE, MUST ENTER</b>		_____ or _____
Prior Year Actual Gross Receipts	\$	_____
RATE (Refer to Schedule on Back)	\$	_____
License Tax	\$	_____
Miscellaneous Tax (Beer/Wine/Vending/Etc.)	\$	_____
<b>Total License Tax</b>	\$	_____
Penalty (10% of Total)	\$	_____
Interest (10% per year/.000274 daily)	\$	_____
<b>TOTAL AMOUNT DUE</b>	\$	_____

## IMPORTANT NOTICE

THIS APPLICATION MUST BE FILED AND LICENSE FEE MUST BE PAID BY **MARCH 1st**, PENALTY AND INTEREST ADDED AFTER MARCH 1st. A NEW BUSINESS MUST FILE AND PAY FEE ON OR BEFORE THE DAY BUSINESS COMMENCES TO AVOID PENALTY.

**Oath: I, the UNDERSIGNED APPLICANT, do SWEAR (or affirm) that the foregoing figures and STATEMENTS are true, full and correct to the best of my knowledge and belief.**

If no longer in business, please check box [ ] and give date business closed \_\_\_\_\_, sign and date below and return license application.



City of Covington  
Commissioner of the Revenue  
PO Drawer 58  
Covington, VA 24426  
(540) 965-6350 Fax: (540) 965-6365  
[www.covington.va.us](http://www.covington.va.us)

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

\_\_\_\_\_  
Date

City of Covington, VA  
License Categories and Current Rates  
Fees Based on Gross Receipts

Category	Minimum	Tax rate
Retail Sales	\$15,000.00	\$0.20 per \$100
Wholesale Sales	\$25,000.00	\$0.12 per \$100
Contractors	\$18,750.00	\$0.16 per \$100
Financial, Real Estate, Professional Services	\$5,172.00	\$0.58 per \$100
Repair, Personal, Business and Other Services	\$8,333.00	\$0.36 per \$100
Utility	\$6,000.00	\$0.50 per \$100
Vending Machine Operators 3 or more machines and gross receipts on retail merchants	FLAT \$75.00 plus	\$0.20 per \$100

**Beer and Wine**

Type	Off Premises	Type	On and Off Premises
Retail Wine and/or Beer (Grocery/Convenience Stores)	\$150.00	Retail Wine and/or Beer (Hotels, Restaurants)	\$150.00

Brewery License: ≤ 500 Barrels \$250.00; > 500 Barrels \$1,000.00

Winery License: \$50.00

**Peddlers:**

**Used or Perishables: Flat Fee of \$100.00**

**New: Flat Fee of \$500.00**

MINIMUM LICENSE IN ALL CATEGORIES IS \$30.00.

MAKE CHECKS PAYABLE TO – CITY OF COVINGTON TREASURER

BUSINESS AND PROFESSIONAL LICENSES EXPIRE DECEMBER 31ST.

DEADLINE FOR RENEWAL IS MARCH 1ST WITHOUT PENALTY.

PENALTY FOR LATE PAYMENT SHALL BE 10% OF THE TAX PLUS .000274% DAILY INTEREST.

Whenever any person begins a business on or after January 1st of the license year, the license tax is assessed on the basis of estimated gross receipts. The license tax is due and payable prior to opening said business to avoid penalty.