

**TOWN OF CHATHAM**

PO Box 370  
16 Court Place  
Chatham, VA 24531

**Application for Business License**

**Federal I.D. #:** \_\_\_\_\_

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Merchandise/Services to be sold \_\_\_\_\_  
\_\_\_\_\_

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that false or misleading information given in my application may result in refusal of the license.

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

\_\_\_\_\_  
Date



**TOWN OF CHATHAM, VIRGINIA  
P. O. BOX 370  
CHATHAM, VA 24531**

**BUSINESS LICENSES**

How to calculate your gross receipts:

January 2023-December 2023 totals divided by 100  
x (times) your rate

To determine your business rate, review the enclosed  
rate sheet

If your total calculated receipts are less than \$30.00,  
then you owe the minimum amount of \$30.00.



TOWN OF CHATHAM, VIRGINIA  
P. O. BOX 370  
CHATHAM, VA 24531  
(434) 432-9515  
TOWN LICENSE INTERROGATORIES

DATE: \_\_\_\_\_

I, \_\_\_\_\_, of the firm of \_\_\_\_\_  
which desires a license to transact business in the said town, do state under oath that the amount of **gross receipts** by said firm during the twelve months preceding the first day of January 2024, was as follows:

January \$ _____	May \$ _____	September \$ _____
February \$ _____	June \$ _____	October \$ _____
March \$ _____	July \$ _____	November \$ _____
April \$ _____	August \$ _____	December \$ _____

Total receipts: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

YOUR LICENSE TAX IS \_\_\_\_\_ (PER \$100) TIMES THE GROSS RECEIPTS AS LISTED  
ABOVE FOR A TOTAL DUE OF \$ \_\_\_\_\_. THE **MINIMUM** LICENSE FEE IS \$30.00.

PLEASE RETURN YOUR REMITTANCE WITH THIS INTERROGATORY NO LATER THAN

**MARCH 1, 2024**. PLEASE ADD **10% PENALTY** IF PAID AFTER MARCH 1, 2024.

YOUR LICENSE WILL BE ISSUED UPON RECEIPT OF PAYMENT.

NOTE: Every firm is required by law to keep a record of all purchases made and an accurate record of all sales and/or services made by him, both of which shall be open to inspection by the assessing officer. The penalty for failure to keep such records is a fine of \$25.00 in addition to the license tax.

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**BUSINESS LICENSES**

**FLAT RATE BUSINESSES:**

<b>AUCTIONEERS &amp; BLACKSMITHS</b>	<b>\$ 30.00</b>
<b>REAL ESTATE BROKERS</b>	<b>\$ 50.00</b>
<b>BARBER/BEAUTY SHOPS</b>	<b>\$ 30.00 PLUS \$10.00 PER ADDITIONAL OPERATOR</b>

<b>ITINERANT VENDORS</b>	<b>\$500.00</b>
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<b>PEDDLERS LICENSE</b>	<b>\$50.00</b>
<b>APARTMENTS</b>	<b>\$35.00 PER BUILDING WITH 3 OR MORE UNITS</b>

**OTHER BUSINESS:**

<b>CONTRACTOR/CONSTRUCTION</b>	<b>\$ .16 PER \$100 GROSS</b>
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<b>WHOLESALERS</b>	<b>\$ .05 PER \$100 GROSS</b>
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<b>ALL OTHERS</b>	<b>\$ .20 PER \$100 GROSS</b>
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**GROSS RECEIPTS** means the sale of merchandise and the gross receipts of the business, trade or occupation from all earnings, fee, commissions, brokerage charges and rentals, and from all income of whatsoever nature arising from or growing out of the conduct of the business, trade or occupation..... ( Town Code, Chapter 5, 5.04.200)