



TOWN OF MIDDLEBURG

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

FOR OFFICE USE:

License No. _____
License Fee _____
Penalty _____
Total _____
Date Issued _____

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

See Tax Calculation Instruction Sheet

1. Category Name _____
2. Estimated Gross Receipts _____
3. Tax Rate _____
4. Flat Tax - ABC/OTHER _____
5. Total Amount Due _____

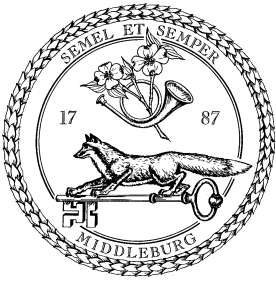
I (We) do hereby certify that the information given and the amount (s) herein reported as gross receipts from this business or profession are true and correct and that I am familiar with the town ordinance providing for penalties and revocation of my (our) license for making false or fraudulent statements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

Signature of Applicant _____ Date: _____

Title of Applicant _____ Phone number _____

(If different from above business #)

***If the business is physically located in the Town, a Zoning Occupancy Permit is also required.



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	

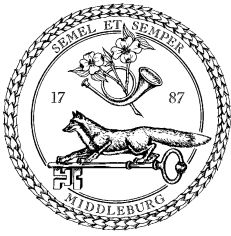
A private non-profit club operating a restaurant located on the premises of such club - \$350.00

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.

***Zoning Occupancy Permit for Business - \$100.00

Make checks payable to “Town of Middleburg”



TOWN OF MIDDLEBURG
10 West Marshall Street, PO Box 187
Middleburg, Virginia 20118-0187
540-687-5152 FAX 540-687-3804

Application # ZO _____

ZONING OCCUPANCY PERMIT

Proposed Use: _____ Size (sq. ft.) of occupancy: _____

If applicable: Business Name: _____

Former Use: _____

Other Existing Uses: _____ Size (sq. ft.) of other uses: _____

Site Address: _____ Parcel #: _____

Subdivision Name: _____ Lot #: _____ Lot Size: _____

Zoning District: _____ In Historic District?: Yes No # Off-street Parking spaces _____ / _____
required provided

Applicant Name: _____ Phone #: _____

Mailing Address: _____ email: _____

Prop. Owner Name: _____ Phone #: _____

Mailing Address: _____ email: _____

I, as owner or authorized agent for the above-referenced parcel, do hereby request a zoning location permit for the activity described herein and as shown on the attached plat, plan and/or specifications. I agree to construct this project in strict compliance with the approved plans and to comply with the conditions of this permit and all other applicable requirements of Middleburg development regulations:

Owner signature: _____ Applicant Signature: _____

Printed Name: _____ Printed Name: _____

OFFICE USE ONLY

Date Filed: _____ Fee amount: _____ Date Paid: _____ Permit #: ZO _____

Other Required Approvals or Fees Due: _____

Conditions of Approval: _____

Approved: _____ Date: _____

Zoning Administrator

**THIS PERMIT EXPIRES ONE YEAR FROM THE APPROVAL DATE
IF THE AUTHORIZED USE OR ACTIVITY IS NOT COMMENCED AS APPROVED.**