



E. Mae Diggs
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Process for Obtaining a Business License in Middlesex County

The following is a list of things that must be done or provided in order to obtain a Business License:

1. You will first need to **contact the Zoning Department** to obtain approval to operate your business or home occupation at the desired location. The Zoning Office is located at 877 General Puller Hwy, Saluda, VA in the Old Courthouse. The Zoning Office can be reached by calling (804) 758-3382. A fee of \$40 may be applicable if a zoning permit is required.
2. If your intent is to have an assumed or fictitious name for your business, you will need to file a Certificate of Assumed or Fictitious Name with the State Corporation Commission. You may visit their website at www.scc.virginia.gov
3. If you **plan to serve prepared food or beverages** at your business, you will need to obtain a **Meals Tax packet** from the Commissioner of the Revenue's office. A food establishment is required to collect a 4% meals tax on any food or beverage that is prepared for sale for consumption by the consumer. The Commissioner of the Revenue's office is located at 877 General Puller Hwy, Saluda, on the 1st floor of the Old Courthouse. The Commissioner of the Revenue's office can be reached by calling (804) 758-5332.
4. If you are **public or private hotel, inn, hostelry, tourist home or house, motel, rooming house, travel campground or tourist camps, or other lodging place** within the County offering lodging, for compensation, to any transient, you will need to obtain a **Transient Occupancy tax packet from the Commissioner of the Revenue's office.** All of the above establishments are required to collect a 5% transient occupancy tax of the total amount paid for lodging by or for any such transient in the County.
5. Your Business License is obtained from the Commissioner of the Revenue's office, which is located at 877 General Puller Hwy, Saluda, VA on the 1st floor of the Old Courthouse. You must **complete a Business License Application** and submit \$30 for the License fee.
6. **Contractors** must provide proof of a valid license with the State Board for Contractors. Contractors must also complete a Workman's Compensation Certification form. Out-of-town contractors are not required to obtain a Middlesex County Business License unless the amount of contracts in Middlesex County exceeds \$25,000 in the calendar year.