

New Business Owner:

The Commissioner of the Revenue's Office would like to take this opportunity to assist you in getting a good start in Salem. Below is a guideline on how to initiate the licensing procedure for the City of Salem:

- ❖ **Register Business DBA/ Trade name with the Clerk of Circuit Court. Located at 2 E Calhoun Street, phone number 375-3067.**
- ❖ **Check with the Salem City Manager's Office to ensure zoning is correct. Located at 114 North Broad Street, phone number 375-3016.**
- ❖ **Any in home business must apply through the Salem City Manager's Office to obtain a Home Occupation Permit prior to applying for license. Located at 114 North Broad Street, phone number 375-3016.**
- ❖ **Obtain any State Required Licensure or Inspections and provide documentation required by the Commonwealth of Virginia.***
- ❖ **Follow the attached check list to ensure you have completed all steps necessary to obtain licensure.**

Our office hours are 8:00 am to 5:00 pm, Monday through Friday. If we can be of any further assistance please feel free to come by or contact our Business License Inspector, Sidney Cundiff, by email scundiff@salemva.gov or phone 375-3019.

*** According to the Commonwealth of Virginia Attorney General, in compliance with the Immigration Act and Code of Virginia 40.1-11.1, applicants wishing to obtain a business license in Virginia must provide documentation that is approved by Federal Law to establish residency. This documentation includes, but is not limited to, driver's license, social security card, US passport, resident alien cards, alien registration cards, and state corporation documents.**

CITY OF SALEM

NEW BUSINESS CHECKLIST

Please use the checklist below to insure you have completed all steps necessary in order to obtain your business license. Feel free to contact our office with questions you may have regarding if a requirement may pertain to your specific business.

- Register DBA/Trade name with the City of Salem Clerk of Court* (540)375-3067 or www.courts.state.va.us/courts/circuit/Salem/home.html
- Have zoning or home occupation permit issued by the Salem City Manager's Office* (540)375-3016 or www.salemva.gov
- Provide documentation from the State Corporation Commission if Incorporating (866)722-2551 or www.scc.virginia.gov
- Provide proof of residency (i.e. driver's license, social security card, US passport, etc.)
- Provide Health Department documentation if serving food (540)857-7800
- Provide approved seats information from Alcoholic Beverage Commission if serving alcohol (540)562-3535 or www.abc.state.va.us
- Register for meals and lodging tax with the City of Salem Finance Department (540)375-3061 or www.salemva.gov
- Register for Sales and Use tax with the VA Department of Taxation (804)367-8037 and provide State Sales & Use number or www.tax.virginia.gov
- Apply for Federal ID number if desired with the IRS (800)552-7945 or www.irs.gov
- Register for Admissions Tax or Short Term Rental with the City of Salem Commissioner's Office (540)375-3019 or www.salemva.gov
- Register for Worker's Compensation Insurance with the Worker's Compensation Commission (877)664-2566 or www.vwc.state.va.us
- Receive approval from the Department of Social Services for adult care services or child care for more than 5 children (540)853-2591 or www.dss.state.va.us
- Provide certificate of state licensure for all occupations required to do so by the Virginia Department of Professional & Occupational Regulation (i.e. contractors, beauticians, cosmetologists, etc.) For complete list visit www.dpor.virginia.gov or (804)367-8511
- Attach complete listing of all equipment used in the business with purchase year and price. Provide separate listing of all equipment leased to the business with name and address of the Lessor

* Must provide signature on license sign off sheet or copy of paid receipt

City of Salem, VA
New Business Information Request

Trade Name of Business: _____

Sole Proprietor: _____ Partnership: _____ LLC _____ Incorporated: _____

Sole Proprietor's Name: _____

Social Security Number: _____

Corporation Name: _____

Corporation Registered Agent Name: _____

Federal ID Number: _____

State License Number: _____ VA Sales & Use Number: _____

Are you Selling: Beer & Wine on ___ off___ Tobacco ___ Alcohol Seats Approved _____

Name and Social Security Numbers of all owners or Officers: _____

Physical Address of Business: _____

Mailing Address of Business: _____

Local Phone Number(s) of Business: _____

Corporate Phone Number: _____ Fax Number: _____

Email: _____

Detail Description of Type of Business: _____

Businesses' First Day of Operation: _____

Estimated Gross Receipts through December 31st: _____

Signature: _____ Date: _____

NEW BUSINESS ASSET LISTING

Code of Virginia 58.1-3518 requires all business owners to file a complete listing of all assets used in the business. If you have a program for your assets that includes the needed information, please feel free to use it as a substitute. This information will be required to be filed and updated each year so please keep a complete, updated list for your records. Do Not include leased equipment in this listing.

Business Name: _____

Social Security or Federal ID Number: _____

OFFICE EQUIPMENT

(computers, calculators, phones, printers, faxes, cash registers, etc.)

Equipment Type	Year of Purchase	Purchase Price
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TOOLS

(power tools, shop tools, ladders, etc.)

Equipment Type	Year of Purchase	Purchase Price
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FURNITURE

(desks, counters, chairs, filing cabinets, televisions, fixtures, etc.)

Equipment Type	Year of Purchase	Purchase Price
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SIGNAGE

Type	Year of Purchase	Purchase Price
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PLEASE PROVIDE COMPLETE INFORMATION FOR ALL LEASED EQUIPMENT, INCLUDING LESSOR NAME & ADDRESS, BELOW:

SIGNATURE _____ **DATE** _____

SAMPLE BUSINESS ASSET LISTING

Your Assets will be unique to your business. Please provide information on ALL equipment used or located in your business as is required by State of Virginia Code Section 58.1-3518.

<u>YEAR PURCHASED</u>	<u>DESCRIPTION OF ITEM</u>	<u>COST</u>
2006	Laptop Computer	\$1,000
	Fax Machine	\$150
	Copier/Scanner	\$249
	Filing Cabinets (4)	\$200
	Printer	\$100
	Outdoor Signs (2)	\$4,000
	Desk	\$175
	Chair	\$75
	Magazine Racks (2)	\$54
	Lobby Chairs (10)	\$200
	Coffee Maker	\$59
	Microwave	\$110
	Counter	\$525
	Telephone System	\$1,421
	Telephone Installation	\$378

	SUBTOTAL	\$8,696
2007	Showcases (3)	\$525
	Desktop Computer	\$1,200
	Misc. Shop Tools	\$5,500
	Compressor	\$419
	Installation of Compressor	\$169
	Electric Lifts	\$3,000
	Installation of Lifts	\$299
	Forklifts (2)	\$12,000
	Ladder	\$65
	Power Drills (3)	\$799
	Reciprocating Saw	\$1139
	Saw Table	\$678

	SUBTOTAL	\$20,793
2008	42" LCD TV	\$2260
	DVD Player & Speakers	\$524

	SUBTOTAL	\$2,784
	TOTAL ASSETS	\$32,273

NEW BUSINESS

Name of Business: _____

Business Address: _____

Type of Business: _____

BUSINESS DBA/TRADE NAME: Code of VA. 59.1-69. All business names must be registered with the Clerk of the Circuit Court at 2 E. Calhoun Street PRIOR to a license being issued. 540-375-3067.

Approved: _____
Clerk of Circuit Court

Date: _____

HOME OCCUPATIONS: A Business from a residential location must have a Home Occupation Permit from the Salem City Manager's Office. 540-375-3016.

Approved: _____
Zoning Administrator or Representative

Date: _____

ZONING: The zone in which a business is operated must be approved by the Salem City Manager's Office before a license can be issued. 540-375-3016.

Approved: _____
Zoning Administrator or Representative

Date: _____

*****FOR INFORMATION REGARDING TEMPORARY OR PERMANENT SIGN PERMITS,
PLEASE CONTACT THE SALEM CITY DEPARTMENT OF ENGINEERING AND
INSPECTIONS at 540-375-3036. *****