



TOWN OF CULPEPER

400 S. Main St., Suite 105 • Culpeper, VA 22701
(540) 829-8240 • FAX (540) 829-8249
Email: ClerksOffice@culpeperva.gov
www.culpeperva.gov

BUSINESS LICENSE APPLICATION FOR: ITINERANT MERCHANTS

PART 1: Individual Partnership Corporation* Limited Liability Company*
*Copy of SCC Certificate Required

APPLICANT NAME OR CORPORATION

FEDERAL ID OR SOC. SECURITY NO.

BUSINESS TRADE NAME

ACTUAL BUSINESS LOCATION OF ITINERANT MERCHANT
**Separate license required for each itinerant merchant location*

MAILING ADDRESS

CITY, STATE AND ZIP CODE

TELEPHONE NUMBER

DATE ACTIVITIES WILL BEGIN AND END

BRIEF DESCRIPTION OF BUSINESS TO BE CONDUCTED:

PART 2:

Approvals Received:

1. **PLANNING/ZONING** (400 S Main, Ste 301, 829-8260)
•Zoning, sign permit, use permit, home occupation, former use..... _____
2. **COMMISSIONER OF REVENUE** (151 North Main St, Ste 201, 727-3443)
•State and county tax forms..... _____
3. **COUNTY HEALTH DEPARTMENT** (640 Laurel Street, 829-7350)
•Health permit (if required)..... _____

PART 3: ♦ \$200 fee must accompany application—payable by cash or certified check only.

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 and understand the owner is responsible for notifying the affected offices if the ownership or address changes or the business is discontinued.

SIGNATURE: _____ TITLE _____ DATE _____

PRINT NAME: _____ EMAIL: _____

Return completed form and payment with insurance certificate and any other applicable attachments to the Town Clerk's Office for processing.

STEPS FOR COMPLETING ITINERANT MERCHANT APPLICATION

It is suggested that you visit the offices in the order listed.

PART #1: Fill in all information as accurate and detailed as possible. This information is needed for each office to appropriately review your application and provide information specific to the type and location of the business.

Part #2: **Step 1:** Visit the Planning/Zoning Office, located on the third floor of the Municipal Building, 400 South Main Street, Suite 301. The zoning staff will determine if your chosen location is zoned appropriately for the business you plan to conduct and discuss various other permit requirements. ***Additional fees apply.**

Step 2: Go to the Commissioner of the Revenue at 151 North Main Street, Suite 201 for the county and state tax, withholding, and registration forms.

Step 3: If you will be preparing, selling, or serving food, you may need to obtain a health permit from the Culpeper County Health Department, located at 640 Laurel Street, next to the hospital.

PART #3: Once you have received written approval from each office for each required step to operate your business in town, **return** this application to the Town Clerk's Office along with the \$200 Itinerant Merchant fee, payable by cash or certified check.

NOTICE TO BUSINESS OWNER:

This is NOT an all-inclusive list of requirements for operating a business.

The business owner is responsible for complying with all laws and regulations associated with owning and operating a business, notifying the affected offices of any ownership or address change and if the business ceases to operate within the town limits.