

COUNTY OF ISLE OF WIGHT



*OFFICE OF THE COMMISSIONER OF THE REVENUE
Post Office Box 107
Isle of Wight, Virginia 23397
(757) 365-6301*

Gerald H. Gwaltney
Commissioner of the Revenue

Procedures for Obtaining a New Business License in Isle of Wight County

Step 1: Obtain a Zoning Certificate from the Central Permitting Office:

- a. Contact number for Central Permitting is **757-365-6212** or email planreview@iwus.net.
- b. An application fee may apply.

Step 2: Business License from the Commissioner's Office:

- a. Complete a business license application. A copy can be downloaded from the website address shown below.
- b. Provide a copy of your Zoning Certificate for the business, if applicable.
- c. Provide a copy of your assumed name form or LLC/Corporation certificate from the SCC, if applicable.
- d. Provide a copy of your tax identification number from the IRS, if applicable.
- e. Business license fees start at \$50.00 (minimum license fee).
- f. The office contact number is **757-365-6301**.

Effective January 1, 2020, all assumed and fictitious name forms will be handled through the State Corporation Commission (SCC). Please contact their office by calling 804-371-9967 or visiting their website at www.scc.virginia.gov for any inquiries.

Information for obtaining a contractor's license with the state of Virginia can be found on the Department of Professional and Occupational Regulation (DPOR) website at: www.dpor.virginia.gov or by calling 804-367-8500.

The business license is renewable annually. Please notify this office if you close your business or have a change of ownership. Our website address is www.co.isle-of-wight.va.us.