

**CITY OF LEXINGTON, VA
CONTRACTORS BUSINESS LICENSE
REQUIREMENTS**

- 1. Contractors will need to obtain a building permit (when applicable) from the Planning and Development Department and business license from Commissioner of the Revenue's office prior to work being performed in the City of Lexington, VA.**

- 2. Contractors will need to provide a copy of their Virginia Contractor's License, Worker's Compensation Acknowledgement, location where the work is being performed and a list of subcontractors, contact information and their contract amounts.**

- 3. For payment of business license please make checks payable to the Treasurer, City of Lexington.
(540)462-3707**

**CITY OF LEXINGTON, VA
COMMISSIONER OF THE REVENUE
CONTRACTORS BUSINESS LICENSE APPLICATION**

Business/Trade Name: _____

Physical Business Address: _____

Sole Proprietor/ LLC/ Corporation Name: _____

Contact Name & Title _____

Contact Phone Number & Email Address _____

Mailing Address: _____

Projected start date in the City: _____

Business Telephone#: _____ Fax#: _____

Home/Corp. Office Telephone#: _____ Email Address(es): _____

Social Security/Federal ID#: _____

Virginia Contractor License Class: _____ License Number: _____

Indicate where job is located and if you are a subcontractor. _____

Estimated contract amounts \$ _____

The undersigned understands that the City is relying on the statements made herein and certifies that these statements are true and correct.

Signature of Applicant _____

Printed Name of Applicant _____

Title _____

Date: _____

Please contact the Commissioner of the Revenue Office at (540) 462-3701 to see if any additional information is needed in order to issue the business license (ie...if building permit is needed, registering a trade name with the SCC, etc.).

MAIL OR EMAIL COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:

**Commissioner of the Revenue
300 E Washington Street
Lexington, VA 24450**

kroundy@lexingtonva.gov Karen Roundy, Commissioner of the Revenue

or

**barmstrong@lexingtonva.gov Beth Armstrong,
Master Chief Deputy Commissioner of the Revenue**

CITY OF LEXINGTON, VA
COMMISSIONER OF THE REVENUE
INFORMATION FOR CONTRACTS PERFORMING WORK IN CITY OF LEXINGTON, VA

BUSINESS LICENSE INFORMATION

- All business license renewal applications, including payment of the tax are due by **MARCH 1**.
- If your business has paid the contract amount in full and will no longer be performing any work in the City of Lexington, please indicate "Do No Renew", sign and return the form to this office by **MARCH 1**.
- If Applicable, Contractors need to obtain Building Permits through the Planning & Development Department.
- Contractors must obtain a business license prior to performing any work in the City of Lexington.
- Contractors are assessed 16 cents per \$100 gross receipts. **All questions relating to calculating your business license tax should be directed to the Commissioner of the Revenue's office at (540) 462-3701.**

HELPFUL ADDRESSES & PHONE NUMBERS

City Hall – 300 E Washington St.
Commissioner of the Revenue
(540) 462-3701

Contractor (Class A, B, or C)
(804) 367-8511

Complaints:
Department of Professional
& Occupational Regulation
9960 Mayland Dr Suite 400
Richmond, Va. 23233
(804) 367-8509

Planning & Development Department
300 E Washington St,
(540) 462-3704

State Corporation Commission
1300 E. Main St.
Richmond, Virginia 23219
(804) 371-9967