



*Town of Middletown*  
7875 Church Street  
Middletown, Virginia 22645  
(540) 869-2226 ♦ Fax (540) 869-4306

**BUSINESS LICENSE RENEWAL APPLICATION**

NAME OF BUSINESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FED I.D. OR SS #: \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_

NAME OF OWNER (S): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMERGENCY CONTACT AND TELEPHONE: \_\_\_\_\_

GROSS RECEIPTS FOR CALENDAR YEAR 20\_\_\_\_ \$\_\_\_\_\_

Gross receipts of the business defined: The gross sales of merchandise and gross receipts of the business occupation or profession from all earnings, fees, commissions, brokerage charges, and rentals from all income whatsoever arising from or growing out of the conduct of the business, occupation or profession licensed by the Town during the license year. Gross receipts shall not include any amount paid to the State of Virginia Retail Sales or Use Tax.

**FEES:** All sales and service (professional, financial, real estate, repair or personal) .2% of gross receipts or .20 per \$100.00 All contractors .16 % of gross receipts or .16% per \$100.00 ABC on premise \$25.00, ABC off premise \$25.00, on and off \$50.00

Licenses are due on or before January 31, 2026. A \$10.00 penalty or 10% of license fee, whichever is greater, will be assessed after January 31, 2026 and an additional 1% will be assessed each month thereafter.

\*The minimum fee is \$30.00 and is based on gross receipts totaling \$15,000.00 or less.

**PLEASE NOTE:** It is a misdemeanor for any person to file a return which he or she does not believe to be true and correct as to every material matter (Code of VA., Sec 58.1-11) and is a violation of Section 7 of the Code of the Town of Middletown. The undersigned applicant does swear (or affirm) that the foregoing figures and statements are true, full, and correct to the best of their knowledge and belief. The Town Treasurer can require an audit of business records to verify gross receipts.

I, the undersigned hereby acknowledge that to operate a business within the Town of Middletown, I must comply with all local codes as well as state laws.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature