

**CHECK LIST**  
**CITY OF FRANKLIN BUSINESS LICENSE**

**The Commissioner of the Revenue must obtain the items below prior to the issuance of a business license.**

1. A **Zoning Clearance** or **approval** from the Department of Community Development Office must be obtained before continuing to the other items. If the proposed use is not consistent with the zoning district and building regulations a Business License cannot be issued. Please call **757~562~8682** or visit the Building/Zoning Office at 207 West Second Avenue.
2. **Effective January 1, 2020**, a **Registration Certificate** and/or a **Certificate of Incorporation** must be issued by the State Corporation Commission (SCC) before filing for a City of Franklin business license. Go to **www.scc.virginia.gov/clk** to register your business or call toll free for Virginia **866~722~2551** or locally **804~371~9733**. Please provide this office with a copy.
3. **Names of the Directors of the Corporation**: President, Vice-President, Secretary, Treasurer and others if appropriate and social security number.
4. **Names of Members for Liability Company** and social security number.
5. **Partnership**: Name, address, social security number, phone number of each partner and signature of each partner on the application.
6. **Federal Identification Number** **800~829~4933** or **Social Security Number** of business.
7. If you are a Retail Merchant, you will need a **Sales and Use Tax Number** that is issued by the Department of Taxation. The phone number is **804~367~8037**. You may visit the web address at **www.tax.virginia.gov**. You can also take advantage of the new Live Chat option on the web site. Please be sure to have the number issued to the City of Franklin and our locality code is **620**. A consolidated number **will not be accepted**.
8. Copy of State **ABC License** if you will be selling alcohol. Please call **804~213~4400** for more information.
9. If you are a food establishment, you will need a letter from the health department stating that you have made application for a **Health Certificate**. Please call Southampton County Environmental Health at **757~653~3040** for more information. A copy of the **Health Certificate** is required once received.
10. Hairdressers: **Copy of State Cosmetology License**.
11. The **Mailing Address** and **Location Address** of your proposed business in the City.
12. **Copy of Lease Agreement** or letter from the owner if property is being leased.
13. The (Low) **Estimated Gross Receipts** that you believe you will receive from the time you open your business until December 31<sup>st</sup> of the first year.

**Questions answered @**  
**Commissioner of the Revenue**  
**207 West Second Avenue**  
**Franklin, Virginia 23851**  
**757-562-8547 ~ Fax 757-569-0964**