



City of Alexandria

INTERDEPARTMENTAL FORM FOR APPROVALS, REFERRALS, AND REQUIREMENTS TO OBTAIN A BUSINESS LICENSE

Owner/Applicant Name

Business Name/Trade Name

Business Address

Nature of Business

Signature and Date

Contact Email Address

Check this box for retail merchants selling tobacco, nicotine, and/or hemp products in two-thirds or more of their tenant space.

INTERNAL USE ONLY:

Zoning and code approvals, miscellaneous tax registrations and any other relevant permits or licenses must be submitted with the Business License Application. (Code approval is subject to zoning approval.)

1. Department of Planning and Zoning - Email: PCZoning@alexandriava.gov Telephone: 703.746.4333

Zoning Approval

Zone: _____ Use: _____

- Approved Approved with restrictions Disapproved Additional Information Required

Zoning/Restrictions/Conditions: _____

Date

Signature

2. Department of Code Administration - Email: Permit.Center@alexandriava.gov Telephone: 703.746.4200

Code Approval

- No Additional Code Enforcement Permit Required Additional Permits Required – Applicant Notified

Date

Signature

Additional Requirements (if applicable):

3. Virginia State Corporation Commission (Office of the Clerk) - Entity Formation & Registration of Fictitious Trade Name; Telephone: 804. 371.9733 <https://www.scc.virginia.gov>

4. Transportation and Environmental Services (Traffic Division) - hauling, rickshaws, pedicabs, etc. Telephone: 703.746.4025 <https://www.alexandriava.gov/permits/permit-guidelines-transportation-environmental-services>

5. Health Permit

Alexandria Health Department – full-service restaurants, carry-outs, grocery stores with prepared food, hotels, caterers, hospitals, childcare facilities, mobile food trucks, schools, etc. Telephone: 703.746.4910 Email: AlexEhHealth@vdh.virginia.gov

Virginia Department of Agriculture and Consumer Services (VDACS) - grocery stores, convenience stores and ice cream shop that do not have food preparations, and home food processing. Telephone: 804.786.3520 Email: foodsafety@vdacs.virginia.gov

6. Police Department (Police Permit) - antique dealers, dealers of second-hand articles, junk dealers, jewelry stores, pawnbrokers, precious metals, gems, and solicitors, etc. pawnservices@alexandriava.gov

7. Miscellaneous Tax Registrations

- Meals Sales Tax - Restaurant, Carry Out, Etc.
- Transient Lodging Tax - Hotels, Apartment Hotels, Short-Term Rental Housing, Etc.
- Short-Term Rental Tax - Equipment Rental
- Admission Tax - Movie Theaters, Concerts, Tours, Performance, Amusement, Etc.