



**JO ANNE HARRIS**  
**Commissioner of the Revenue**  
**COUNTY OF GLOUCESTER, VIRGINIA**

6489 Main Street  
Suite 137  
Gloucester, Virginia 23061  
(804) 693-1319 or (804) 693-3451  
(804) 824-2467 Fax  
[www.gloucesterva.info](http://www.gloucesterva.info)

**If you are starting a business in Gloucester County, You are required to:**

**Register Your Trade Name with the Virginia State Corporation Commission:**

If you will use a Trade Name (fictitious name), you are required to register that name with the Virginia State Corporation Commission.

If you intend to operate your business as a General Partnership, Limited Partnership, Limited Liability Company, Trust or Corporation you must register these entities with the Clerk of the State Corporation Commission. To obtain additional information on how to register your business or trade name you may visit the State Corporation Commission website at [www.scc.virginia.gov](http://www.scc.virginia.gov).

**Taxpayer Identification Numbers:**

If your business intends to operate as a Partnership, Trust, Limited Liability Company, or Corporation and/or intends to employ staff then you must register and obtain identification numbers. The Federal Identification Number may be obtained by filing Form SS-4 with the Internal Revenue Service. Please visit their website at [www.irs.gov](http://www.irs.gov). A state identification number may be obtained by filing Form R-1 with the Virginia Department of Taxation. Please visit their website at [www.tax.virginia.gov](http://www.tax.virginia.gov).

**Obtain Approval of your Location:**

Contact the Office of Planning & Zoning to obtain approval to operate your business or home occupation in Gloucester County. The Zoning Permit fee for business license is usually \$35.00. Planning & Zoning is located at 6489 Main Street, on the 2<sup>nd</sup> floor of Building Two. They can be reached at (804) 693-1224.

**Contact the Gloucester Health Department if you will sell any Food or Beverages:**

If you will sell any food or beverages, you must contact the Gloucester Health Department. You will not be issued a business license until you show the Commissioner of Revenue's Office a statement from the Health Department stating you have contacted that office. The Health Department is located at 6882 Main Street, which is located in Main Street Center. They can be reached at (804) 693-6130.

**Contact the Virginia Department of Agriculture and Consumer Services if you are making baked goods:** They can be reached at (804) 786-3520.

**Obtain a Business License:**

Your Business License is obtained from the Commissioner of Revenue's Office located on the first floor of Building Two located at 6489 Main Street, Suite 137. The minimum fee is \$10.00.