



OFFICE OF THE COMMISSIONER OF THE REVENUE

9027 Center Street – PO Box 125
Manassas VA 20110
(703) 257-8214

NEW BUSINESS CHECKLIST

REQUIRED:

- _____ CERTIFICATE OF OCCUPANCY OR USE or HOME OCCUPATION PERMIT
Suite 201 (PROVIDE ORIGINAL DOCUMENT AND RECEIPT)
https://www.manassasva.gov/community_development/development_applications_forms_fees.php
- _____ FEDERAL TAX ID NUMBER (FEIN) or SOCIAL SECURITY NUMBER
<http://www.irs.gov> (PROVIDE OFFICIAL DOCUMENT)
- _____ PROOF OF RESIDENCY –if business is not a corporation (PROVIDE OFFICIAL DOCUMENTS)
<https://www.manassasva.gov/Commissioner%20of%20Revenue/Business%20Taxes/Residency%20Status%20Verification%201.PDF>

IF APPLICABLE:

- _____ TRADE NAME or FICTICIOUS NAME REGISTRATION (PROVIDE OFFICIAL DOCUMENT)
Prince William County Clerk of the Court
9311 Lee Ave Ste 305
(703) 792-6045
www.pwcgov.org/government/courts/circuit/Pages/Trade-Fictitious-Name.aspx
- _____ CORPORATION PAPERS (PROVIDE DOCUMENTS)
(804) 371-9733
<http://www.scc.virginia.gov/>
- _____ STATE SALES & USE TAX ID NUMBER (PROVIDE CERTIFICATE)
(804) 367-8031 LOCALITY CODE: 51683
<http://www.tax.virginia.gov/site.cfm?alias=SalesUseTax>
- _____ CONTRACTORS LICENSE (PROVIDE LICENSE)
(804) 367-8511
[http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm?accesskey="1"](http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm?accesskey=)
- _____ HEALTH INSPECTIONS (PROVIDE HEALTH CERTIFICATE)
8470 KAO CIRCLE
(703) 792-6310
- _____ DEPARTMENT OF AGRICULTURE
(804) 786-2042
<http://www.vdacs.virginia.gov/>
- _____ DPOR LICENSE/STATE BAR LICENSE (PROVIDE LICENSE)
(804) 367-8500 (804) 775-0500
[http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm?accesskey="1"](http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm?accesskey=)
- _____ ALCOHOLIC BEVERAGE COMMISSION
(804) 213-4400
<https://www.abc.virginia.gov/licenses/get-a-license>