TOWN OF ONANCOCK – NEW BUSINESS LICENSE APPLICATION

PHONE: 757-787-3363, FAX: 757-787-3309 OR EMAIL: mmearsheimer@onancock.com

BUSINESS NAME AND CONTACT INFORMATION

BUSINESS NAME: _______________________________________________________________________

TYPE OF BUSINESS: _____________________________________________________________________

TAX ID NUMBER: __________________ EMAIL:______________________________________________

OWNER’S NAME: _______________________________________________________________________

MAILING ADDRESS: _____________________________________________________________________

ADDRESS 2: ____________________________________________________________________________

CITY, STATE, ZIP: ________________________________________________________________________

PHONE NUMBER: __________________ PHYSICAL ADDRESS: __________________________________

NOTE: THE INITIAL LICENSE FEE IS $30.00. THE LICENSE EXPIRES DECEMBER 31ST OF YOUR INITIAL LICENSE YEAR. RENEWAL APPLICATIONS WILL BE SENT OUT AROUND LATE JANUARY OF THE NEW YEAR AND ARE DUE BACK NO LATER THAN APRIL 30TH.

BUSINESS OWNERS RESPONSIBILITY TO THE TOWN:

Per Town Code Chapter 12, Section 3: LICENSE REQUIREMENTS - ALL PERSONS ENGAGING IN THIS TOWN IN ANY BUSINESS, TRADE, PROFESSION, OCCUPATION OR CALLING (COLLECTIVELY KNOWN HEREINAFTER AS “A BUSINESS”) AS DEFINED WITH THIS ORDINANCE SHALL APPLY FOR A BUSINESS LICENSE.

Per Town Code Chapter 12, Section 7: RECORDKEEPING AND AUDITS – ALL BUSINESSES HAVING THE PRIVILEGE TO OPERATE IN THE TOWN OF ONANCOCK ARE CHARGED WITH KEEPING SUFFICIENT RECORDS TO ENABLE THE ASSESSOR TO VERIFY THE CORRECTNESS OF THE TAX PAID.

The entire Town Code Chapter 12 can be found on our website: www.onancock.com, under the “Code of Ordinances” tab.