



ROANOKE COUNTY BUSINESS LICENSE

The application is a multi-step process and is best completed in the following order

Fictitious, DBA or Trade Name Registration

Location: *Virginia State Corporation Commission
Clerk's Office
P.O. Box 1197
Richmond, VA 23218-1197
(866) 722-2551
www.scc.virginia.gov*

A fictitious name is a name that a person (individual or business entity) uses instead of the person's true legal name in the course of business. It is also referred to as an "assumed name", "trade name," or "doing business as name". Merely removing the LLC or Inc. designation from a corporate name is also considered a fictitious name.

IF a fictitious name is being used, the registration is best completed online but can be mailed. If registering by mail, enclose a self-addressed stamped envelope. A receipt for payment along with a receipt number will be given to the applicant. Evidence of a fictitious name registration must be provided to the Commissioner of the Revenue before a business license can be issued.

➤ **NOT REQUIRED FOR CONTRACTORS LOCATED OUTSIDE OF ROANOKE COUNTY.**

Zoning Compliance Checklist

Location: Roanoke County Administration Center
Development Services
5204 Bernard Drive, Second Floor
Roanoke, Virginia 24018
(540) 772-2068

Zoning approval is always required for any business operating in Roanoke County and a business license cannot be issued without this approval. There are some exceptions; where a person is operating under the umbrella of an already approved business, i.e., realtors, hair stylists, massage therapists, etc. A change of business ownership requires approval and if modifications are to be made to a commercial location a Certificate of Occupancy may be required as well.

If you are not the owner of the property for a home based business, a letter will be required from the owner authorizing you to operate a business from that location. Zoning applications are best completed in person and please arrive before 4:30 pm to allow for adequate processing time.

➤ **NOT REQUIRED FOR CONTRACTORS LOCATED OUTSIDE OF ROANOKE COUNTY.**

Business License Application

Location: Roanoke County Administration Center
Commissioner of the Revenue
5204 Bernard Drive, First Floor
Roanoke, Virginia 24018
(540) 772-2050

Please bring the **(1) Fictitious Name registration receipt** (if applicable), **(2) APPROVED Zoning Compliance Checklist** and **(3) completed Business License Application** (also approved by Zoning) to the Commissioner of the Revenue's office.

Questions on the Business License Application should be directed to KIMBERLY WEEKS, *Business Ordinance Inspector*, in the Commissioner of the Revenue's office at (540) 776-7117, or email at kweeks@roanokecountyva.gov.

Payment

Payment for the Business License can be made in office by **CHECK OR CASH**. Online payments are available as long as you have the account and bill number at the following web address:
csspayments.roanokecountyva.gov

Summary

To reiterate, if a fictitious name is being used, that registration is **best completed online** but can be mailed to the Virginia State Corporation Commission in Richmond, VA. Include a self-addressed stamped envelope if registering by mail.

It is also best to complete the Zoning compliance and Business License application in person so that any issues that arise during the process can be easily resolved. If it is impractical to complete the applications in person you may transmit them (along with the fictitious name receipt number) via the methods below. **Please note, transmitting the applications remotely may delay their completion.**

MAIL

Roanoke County Commissioner of the Revenue
Attn: Business Ordinance Inspector
P.O. Box 20409
Roanoke, VA 24018-0513

EMAIL

kweeks@roanokecountyva.gov

FAX

(540) 772-2015