



T. Scott Harris, MCR  
Commissioner

COUNTY OF HANOVER, VIRGINIA  
Office of the Commissioner of the Revenue  
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# New Business Registration Form

Legal Business Name		Trade Name/DBA	
Physical Address		Mailing Address	
FEIN		SSN (Sole Proprietors)	Tax Entity Type
			<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other _____
Sole Proprietorship Details		Corporation, Partnership, or LLC Details (List Officers and Contact Telephone)	
Owner			
Address			
Contact Number	Business Number	Fax Number	
Business Start Date	Email Address	Website	
Detailed Description of All Proposed Business Activity			

Please check the following that apply to your business.

<input type="checkbox"/>	Will the business be using any owned, leased, rented or borrowed equipment (including items personally owned) in conducting its business? <b>(Business Property)</b>
<input type="checkbox"/>	Will the business have any inventory available for sale as merchandise? <b>(Merchant's Capital)</b>
<input type="checkbox"/>	Will the business use equipment in manufacturing, printing, mining, water well drilling, radio or television broadcasting, dairy, dry cleaning or laundry, motor vehicle cleaning or harvesting of forest products for sale? <b>(Machinery &amp; Tools)</b>
<input type="checkbox"/>	Will the business be a home based operation? If yes, please contact Planning & Zoning (804) 365-6171
<input type="checkbox"/>	Will the business be operating under a trade name/dba/fictitious name? If yes, you must register the trade name/dba/fictitious name with the Hanover County Clerk of the Circuit Court (804) 365-6151.
<input type="checkbox"/>	Will the business be offering guest rooms for rent for continuous occupancy for fewer than thirty (30) days? <b>(Transient Occupancy/Lodging Tax)</b>
<input type="checkbox"/>	Is the business, as defined below, considered a contractor? <b>(Contractor's Business License)</b>

**A contractor, as defined by Hanover County Code §22-93,**

- Any who shall accept or offer to accept contracts to do any work on or in any building or structure, requiring the use of paint, stone, brick, mortar, wood, cement, structural iron or steel, sheet iron, galvanized iron, metallic piping, tin, lead or other metal or any other building material
- Any who shall accept or offer to accept contracts to do any paving, curbing or other work on sidewalks, streets, alleys or highways, or public or private property, using asphalt, brick, stone, cement, concrete, wood or any composition
- Any who shall accept or offer to accept an order for or contract to excavate earth, rock or other material for foundation or any other purpose or for cutting, trimming or maintaining rights-of-way;
- Any who shall accept or offer to accept an order or contract to construct any sewer of stone, brick, terra cotta or other material.

In accordance with **Virginia State Code §58.1-3518**, all businesses operating in Hanover County must file an authorized Hanover County Business Return of Tangible Personal Property annually on or before May 1<sup>st</sup> of each year (postmarks not acceptable). Any business that does not file in accordance with Virginia State Code §58.1-3518 on/by May 1<sup>st</sup> may receive a Statutory Assessment, in addition to non-filing penalties.

Businesses can elect to receive filing forms and other information through email by enrolling in our email list. To enroll, go to [www.hanovercounty.gov](http://www.hanovercounty.gov) and click on the Stay Connected box to sign up for Commissioner of the Revenue News.

**Declaration: By signing below, I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.**

Name	Title	Signature	Date