



**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)  
<http://manassascity.org/726/Occupancy-Permits>
- \_\_\_\_\_ 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)  
<http://www.manassascity.org/DocumentView.aspx?DID=4329>

**IF APPLICABLE:**

- \_\_\_\_\_ TRADE NAME or FICTICIOUS NAME REGISTRATION (PROVIDE OFFICIAL DOCUMENT)  
Prince William County Clerk of the Court  
9311 Lee Ave Ste 305  
(703) 792-6015 ext 7  
[www.pwcgov.org/government/courts/circuit/Pages/Trade-Fictitious-Name.aspx](http://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>