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

- PROOF OF RESIDENCY –if business is not a corporation (PROVIDE OFFICIAL DOCUMENTS)

IF APPLICABLE:

- TRADE NAME or FICTIONOUS NAME REGISTRATION (PROVIDE OFFICIAL DOCUMENT)
  Virginia State Corporation Commission
  (804) 371-9733
  [http://www.scc.virginia.gov/]

- 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"]

- 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"]

- ALCOHOLIC BEVERAGE COMMISSION
  (804) 213-4400
  [https://www.abc.virginia.gov/licenses/get-a-license]