

# COUNTY OF ISLE OF WIGHT



*OFFICE OF THE COMMISSIONER OF THE REVENUE  
Post Office Box 107  
Isle of Wight, Virginia 23397  
(757) 365-6222*

Gerald H. Gwaltney  
Commissioner of the Revenue

## **Procedures for Obtaining a New Business License in Isle of Wight County**

Step 1: Zoning Certificate from the Planning & Zoning office

- a. Contact number for Planning & Zoning is 757-365-6211
- b. \$35 application fee may apply

Step 2: Business License from the Commissioner's office

- a. Fill out the business license application in the Commissioner's office
- b. Provide a copy of your Zoning Certificate for the business, if applicable
- c. Provide a copy of your tax identification number from the IRS, if applicable
- d. All parties involved must be present to initiate a business license
- e. \$50 (minimum) business license fee will be collected by the Treasurer's office
- f. Contact number for Commissioner of the Revenue's office is 757-365-6222

Step 3: Business/Trade Name for the business

- a. The Assumed Name Form is required if operating under a fictitious name and needs to be notarized  
*As a courtesy, our staff will type and notarize this form for you*
- b. Corporation or "LLC" must bring a copy of registered name from the State Corporation Commission
- c. \$12.50 fee applies and the payment should be made payable to:  
Sharon N. Jones, Clerk of Circuit Court
- d. Contact number for Clerk of Circuit Court is 757-365-6233

\*\*\*The business license is **renewable annually**. Please **notify** this office if you close your business or have a change of ownership. Our website address is **www.iwus.net**.