



Commissioner of the Revenue's Office

207 West Second Avenue  
Franklin, VA 23851  
(757)562-8547  
sblacknall@franklinva.com

**NEW BUSINESS CHECKLIST**

**Required:**

- \_\_\_\_\_ A Zoning Clearance or approval from the Department of Community Development  
(757)562-8682 or visit the Building/Zoning Office at 207 West Second Avenue  
(PROVIDE ORIGINAL DOCUMENT AND RECEIPT)
- \_\_\_\_\_ Trade Name or Fictitious Name Registration from the State Cooperation Commission  
[www.scc.virginia.gov/clk](http://www.scc.virginia.gov/clk) or 866-722-2551 (PROVIDE OFFICIAL DOCUMENT)
- \_\_\_\_\_ Federal Identification Number 800-829-4933 or Social Security Number- [www.irs.gov](http://www.irs.gov)  
(PROVIDE OFFICIAL DOCUMENT)
- \_\_\_\_\_ Copy of lease agreement or written permission from the owner (PROVIDE  
DOCUMENT)
- \_\_\_\_\_ Photo ID

**If Applicable:**

- \_\_\_\_\_ Sales and Use Tax Number issued by the Department of Taxation- (804)367-8037 or  
[www.tax.virginia.gov](http://www.tax.virginia.gov) locality code is 620 (PROVIDE CERTIFICATE)
- \_\_\_\_\_ Copy of State ABC License – (804)213-4400 (PROVIDE LICENSE)
- \_\_\_\_\_ Health inspections- (757)653-3040 (PROVIDE HEALTH CERTIFICATE)
- \_\_\_\_\_ DPOR License/State Bar License (PROVIDE LICENSE)
- \_\_\_\_\_ Contractor's License (PROVIDE LICENSE)