

Mar. 1, 2026 – Feb. 28, 2027
Business license
New rates in effect 7/1/26

Town of Broadway
PO Box 156, 116 Broadway Avenue
Broadway, VA 22815 540-896-5152

10% Penalty added if license
not PAID on or before
March 1, 2026 for renewals

2026 Business License Application and License Tax Report

Please print

Name of Business: _____ Date of application: _____
Doing Business as (if different than above): _____ Fed I.D., EIN, or Social Security # _____
Address of business: _____ Name of proprietor or contact: _____
Mailing address if different from business location: _____
Phone Number: _____ Description or nature of business: _____
Email: _____ [] check here to receive next year's renewal notice by email only

- A. Will you be doing work as a contractor for the Town of Broadway?** Yes or No **IF YES**, copy of VA Department of Professional and Occupational Regulation License as well as Contractor's Certificate of Worker's Compensation Insurance must be turned in to the Town Office, prior to issuance of license.
- B. New businesses only:** Do you have a Zoning Permit? Yes or No (Zoning Permit must be filled out and fee paid, if applicable, prior to issuance of license.)

Business Classification Fee

Please fill in section(s) that apply to your business (it may be more than one).

To figure license fee: gross receipts divided by 100 times the tax rate, unless flat rate

2026 Total Gross Receipts

***Earned within Broadway License Fee**

New business: Estimate 2025 earnings

#1	Retail Sales (including poultry) \$0.13 per \$100 of Gross Receipts.	\$ _____	\$ _____
#2	Wholesale Merchants \$0.12 per \$100 of Gross Receipts.	\$ _____	\$ _____
#3	Contractors (all classes of contractors) \$0.13 per \$100 of Gross Receipts.	\$ _____	\$ _____
**ALL Contractors are required to submit Contractor's Certificate of Workers' Compensation Insurance Form 61A			
#4	Repair, Personal, Business & Other Services \$0.24 per \$100 of Gross Receipts.	\$ _____	\$ _____
#5	Financial, Real Estate, & Professional Services \$0.35 per \$100 of Gross Receipts.	\$ _____	\$ _____
#6	Utility (telephone) \$0.05 per \$100 of Gross Receipts.	\$ _____	\$ _____
#7	Special Provisions \$37.50 flat rate per year for a retail on-premise wine and beer license. \$37.50 flat rate per year for a retail off-premise wine and beer license.	\$ _____	\$ _____
#8	Other: Credit Unions, Banks, Photographers Flat rate \$50.		\$ _____

10% LATE FEE-PAST MARCH 1, 2027 FOR EXISTING BUSINESSES \$ _____
TOTAL LICENSE FEE \$ _____

→ Businesses selling prepared food must also pay meals tax, including,
but not limited to restaurants, food trucks per Code 54.10(ii)**,
and convenience stores

NO LICENSE SHALL BE LESS THAN \$50.00

CASH OR CHECK ONLY

Under my oath and subject to the penalties for perjury, I declare that in the calendar year **2025**, the above information as to gross receipts is true and correct to the best of my knowledge and belief.

Date

Signature

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Received:

Paid by CASH
Check # _____

TOWN OF BROADWAY BUSINESS LICENSE INFORMATION

Any corporation, general or limited partnership, limited liability company, limited liability partnership, individual, sole proprietorship, joint stock company, have rental property within the Town, joint venture or any other non-governmental legal entity operating a business within Broadway town limits MUST obtain a yearly business license. If you are not sure what category your business falls under, please contact the Town Office.

*All gross receipts collected from within Broadway Town limits, plus any gross receipts not reported to another locality.

The Town of Broadway **2026** Business Licenses must be purchased by **March 1, 2026**. When any person fails to make an application to the town treasurer at the time designated, he shall be deemed in default and shall be subject to a **penalty of 10% of the assessed tax.**

The **Business License Application is found on the reverse of this paper. Please fill in section(s) that apply to your business and return,** along with your payment and any other required documentation to the Town Office. Business licenses are non-refundable and non-transferable.

Section 65.2-801 of the Code of Virginia requires each Virginia locality issuing Business Licenses to provide a notice to employers regarding the State's requirements for contractors to provide Certification of Workers Compensation coverage. Section 58.1-3714 of the Code states that no locality may issue or reissue a business license to any contractor who has not obtained or is not maintaining workers' compensation coverage for his/her employees. Included herewith is a **Contractor's Certificate of Workers' Compensation Insurance Form 61A, which must be completed and returned with your business license application **each year**. **WE MUST HAVE THIS COMPLETED FORM RETURNED TO US, ALONG WITH BUSINESS APPLICATION, IN ORDER TO ISSUE YOUR BUSINESS LICENSE.**

Dependent on the type of business, there *may* be other requirements including, but not limited to taxes.

** Business License Requirement: If the food truck operator resides in the Town, they must obtain a business license per Town Code Section 54.10(ii). Operators who live outside the Town are not required to obtain a business license.

Meals Tax for Events: All food truck operators must pay the meals tax when operating in the Town, whether the food truck is owned by a Town resident or not. This requirement applies whether the food truck is operating for a public or private event or as a business not associated with any event.

Special Use Requirements: If the food truck operator wishes to sell food in Town outside of any event, they must first obtain a special use permit from the Town Council.

Note: LICENSES MUST BE PURCHASED BY MARCH 1, 2026 to avoid late penalty

Make check payable to: Town of Broadway
PO Box 156, 116 Broadway Avenue
Broadway, VA 22815
24-hour secure drop box available

When applications and fees are mailed to office or put in drop box, license will be mailed.

Office hours are 8:00 a.m. – 4:30 p.m., Monday thru Friday (closed daily 12:30 p.m. – 1:30 p.m.)

Cash or checks are accepted. NO credit nor debit cards.

IF YOU ARE NO LONGER IN BUSINESS:

Please notify the Town Office at ap@broadwayva.gov or by calling 540-896-5152

**If you are a new business, your application must be accompanied by a zoning permit, for review prior to issuance. We recommend contacting the Town Manager prior to signing a lease or purchasing the property.