

**NO FAXED, PHOTOCOPIED, SCANNED, OR
EMAILED RENEWALS WILL BE ACCEPTED**

Online renewal not available at this time.

CONTRACTORS:

All contractors must attach (1) Virginia Contractor's Class A, B, or C License and (2) Recent VWC Letter of Acknowledgement. NOTE: Names and business entity types on all documents must match exactly.

ALL BUSINESSES:

Change of mailing address only:

BUSINESS NAME: _____
NEW MAILING STREET ADDRESS: _____
NEW MAILING CITY, STATE AND ZIP CODE: _____

Change of location address only:

Note: All home-based businesses with a change of address must include a completed Application for Home Occupation with this business license renewal form. All forms available at www.jamescitycountyva.gov/456/Forms.

BUSINESS NAME: _____
NEW LOCATION STREET ADDRESS: _____
NEW LOCATION CITY AND ZIP CODE: _____

Change of business name and/or entity type:

All changes in a business's name or entity type require a new, completed application for business, professional, and occupational license. Forms and information available at www.jamescitycountyva.gov/456/Forms.

All changes in assumed name (trade name) require a new certificate of business under an assumed name registered at the Williamsburg-James City County Circuit Court (757) 564-2242. After registration, include a stamped copy with this renewal form.

<i>Return to:</i>
COMMISSIONER OF THE REVENUE ATTN: BUSINESS LICENSE PO BOX 283 WILLIAMSBURG, VA 23187-0283