

FOR OFFICE USE ONLY:

Town of Herndon business license #: _____ Bill #: _____ Revenue Clerk: _____

Business Category (please check one)

- Business/Personal Service
- Retail/Restaurant
- Professional, specialized occupation
- Other (please explain nature of your business)

Summary of Business Activities: _____

NAICS Code: _____
 (www.naics.com)

- Individual Partnership Corporation LLC

Federal Tax ID or Social Security #: _____

Business name: _____

Mailing Address: _____

Email: _____

Telephone: _____

Date of Event in Herndon: _____

Section 1 – Temporary Licensed based on flat tax

Type of license based on Flat rate: TEMPORARY LICENSE

Tax: \$12.50 per week

How Many Weeks: _____

Total: _____

Section 2 – Licensed based on flat tax (Alcoholic Beverages). Provide a Copy of ABC alcohol license.

Type of license based on Flat rate: Banquet License

Tax: \$5.00 per day

How Many Days: _____

Total: _____

Section 3 – Owner or applicant information:

Signature: _____

Name: _____

Print title: _____

Date: _____

Important Information:

- 1. Restaurants/food trucks: Per Town Code Sec 30-400**
“Meal shall mean any prepared food or drink offered or held out for sale by a food establishment for the purpose of being consumed by any person to satisfy the appetite and is ready for immediate consumption.” **Meals Tax rate is 3.75%, please find application online or request one. Meals Tax must be paid to Town of Herndon by the 20th the following month. Please provide a copy of the Health Department Permit.**
- 2. Let us know when event is over to properly close out your Temporary Business License.**

Instructions:

1. Select the appropriate box category for your business.
2. Please state a brief summary of what your business does.
3. Please input the NAICS Code as reported on the Federal or State Tax return. The North American Industry Classification System (NAICS) is the standard now used by Federal Statistical Agencies to classify businesses according to the primary business activity of the business. One of the best ways to find NAICS Code number is by going to Google, state what your business does and type NAICS Code after. For example: "selling fruits and vegetables naics code." The NAICS Code found was 445230.
4. Select the appropriate box to determine business ownership type.
5. **IMPORTANT:** List the federal I.D. number. If a business does not have a federal I.D. number, list Social Security number (required for IRS reporting).
6. Enter business name, DBA, or corporate name.
7. Enter mailing address, this is where all correspondence will be sent.
8. Enter email address and telephone of person to contact if additional information is needed.
9. Enter date of event in Herndon.
10. Finish completing section 1 by putting the number of weeks the business will be in the Town of Herndon. Multiply tax rate by number of weeks to get total.
11. Complete section 2 if your business has a VA ABC license and will be selling alcohol at event. Multiply tax rate by number of days selling alcohol at event. **Please provide a copy of your ABC Alcohol License.**
12. Complete section 3. Provide the owners of the business or applicant's signature, name, title, and date.
13. **IMPORTANT:** All business establishments who *"prepared food or drink offered or held out for sale by a food establishment for the purpose of being consumed by any person to satisfy the appetite and is ready for immediate consumption."* (Town Code Sec. 30-400) must remit the Meals Tax Form and payment by the 20th of the following month. The Meals Tax rate is 3.75%, forms can be located on our website. **Food establishments and food trucks must submit a copy of your Health Department Permit.**
14. Please follow up by email when event is over to properly close out the temporary business license.
15. If you have any questions or concerns, please give us a call or email.
16. <https://www.herndon-va.gov/town-services/revenue-services/business-license-2>

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- Business/Personal Service **1**
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- Professional, specialized occupation
- Other (please explain nature of your business)

Summary of Business Activities: _____

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NAICS Code: **3**
 (www.naics.com)

4 Individual Partnership Corporation LLC

Federal Tax ID or Social Security #: **5**

Business name: **6**

Mailing Address: **7**

Email: **8**

Telephone: _____

Date of Event in Herndon: **9**

Section 1 – Temporary Licensed based on flat tax

Type of license based on Flat rate: **TEMPORARY LICENSE**

Tax: **\$12.50 per week**

How Many Weeks: **10**

Total: _____

Section 2 – Licensed based on flat tax (Alcoholic Beverages). Provide a Copy of ABC alcohol license.

Type of license based on Flat rate: **Banquet License**

Tax: **\$5.00 per day**

How Many Days: **11**

Total: _____

Section 3 – Owner or applicant information:

Signature: **12**

Name: _____

Print title: _____

Date: _____

Important Information: 13 & 14

- 3. Restaurants/food trucks: Per Town Code Sec 30-400**
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