



CITY OF HOPEWELL, VIRGINIA

P.O. Box 1604

Hopewell, Virginia 23860

Phone: (804) 541-2237 Fax: (804) 541-2207

Debra Kloske Reason, Master Commissioner of the Revenue



City of Hopewell Business License Tax

The Commissioner of the Revenue assesses all businesses operating within the City of Hopewell for the privilege of conducting their business in the City. All businesses operating in the City of Hopewell must apply for an annual license with the Commissioner of the Revenue. Business license taxes are levied annually and are typically based on a business's gross receipts. All new businesses must submit an application within 30 days of the start of operations. All business licenses expire at the end of each calendar year and must be renewed annually by March 1.

Filing and Payment Procedures

It is the duty for every person operating a new business, profession or trade in the City of Hopewell to file an Application for City of Hopewell Business License and Instructions within 30 days of the start of operations. Existing businesses, professions or trade must renew their Business Licenses annually and remit taxes due to the Commissioner of the Revenue on or before March 1 of each calendar year.

How to Obtain a Business License

Obtaining a business license in the City of Hopewell is usually a two-step process.

Step 1: Is your business a properly registered business?

In order to receive a City of Hopewell business license you first need to register your business. As of January 1, 2020 all businesses must register with the Virginia State Corporation Commission. To register your business in Virginia, see below:

[Virginia State Corporation Commission](#)

P.O. Box 1197

Richmond, VA 23218

(800) 552-7945 or (804) 371-9733

Step 2: Have you obtained zoning approval and complied with all city occupancy and use codes?

All businesses in the City of Hopewell must obtain zoning approval and a Non-Residential or Home Occupancy Permit before being issued a license or conducting business. The zoning approval insures that the business you wish to conduct is appropriate for the location you have selected.

- [Operate from business location](#)
- [Operate from home](#)

If you need assistance contact:

Department of Development

300 N. Main Street Suite 321

Hopewell, VA 22030

Most businesses in the City of Hopewell will need to have their commercial space inspected by the Fire Marshall. Some businesses, handling combustible materials or those, which act as places of assembly, will need to obtain a Fire Prevention Certificate (FPC).