



# TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov  
www.occoquanva.gov

**TOWN COUNCIL**  
Earnest W. Porta Jr., Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
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Laurie Holloway  
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**TOWN MANAGER**  
Kathleen Leidich, AICP

**TOWN TREASURER**  
Carla M. Rodriguez

## **2019 BUSINESS LICENSE RENEWAL**

**Application Due Date: March 1, 2019**

**Payment Due Date: May 31, 2019**

February 8, 2019

Dear Occoquan Business Owner:

It is time to renew your Business and Professional Occupational License with the Town for 2019. Business license renewal forms are due no later than March 1, 2019. A penalty of 10% may be added if your application is received after March 31, 2019, and/or a 10% penalty will be added if your payment is received after May 31, 2019.

The business license fee is based on gross receipts for calendar year 2018; however, the minimum fee is \$30.00. The application shall, in all cases, be signed personally by the person who authenticates the federal income tax returns for the business, profession, trade or occupation. This signature constitutes a sworn statement from the applicant as to the amount of gross. All applications are subject to verification by the State of Virginia Department of Taxation.

**Restaurants must attach a copy of their current Health Department Certificate with their application. If the Commonwealth of Virginia issues a license in connection with your business or profession, a copy of the State License must be attached to your application.**

Please submit the enclosed application with any corrections noted and make checks payable to the Town of Occoquan. The business license will be mailed to you and must be displayed in a public area of your business.

You may submit your renewal to Town Hall, located at 314 Mill St., from 9:00 am to 4:00 pm, Monday through Friday, or mail it to Town of Occoquan, P.O. Box 195, Occoquan, VA 22125. If you have any questions, please contact me at (703) 491-1918 or crodriguez@occoquanva.gov.

Sincerely,

Carla M. Rodriguez  
Town Treasurer

Enclosure (1)