



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
Jenn Loges, Vice Mayor
Krys Bienia
Cindy Fithian
Laurie Holloway
Eliot Perkins

2022 BUSINESS LICENSE RENEWAL

Application Due Date: March 1, 2022
Payment Due Date: May 31, 2022

TOWN MANAGER
Kirstyn Jovanovich

January 12, 2022

Dear Occoquan Business Owner:

It is time to renew your Business and Professional Occupational License (BPOL) with the Town of Occoquan for 2022. Business license renewal forms are due no later than March 1, 2022. A penalty of 10% may be added if your application is received after March 31, 2022, and/or a 10% penalty will be added if your payment is received after May 31, 2022.

The business license fee is based on gross receipts for calendar year 2021; 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.

Per Town Code § 111.57, restaurants shall 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.

Applications are due by March 1, 2022. Blank applications are being provided in electronic format this year. Please complete the attached fillable PDF application and submit, along with applicable documentation, by email to mwhite@occoquanva.gov. You may also print and mail hard copy of your BPOL application to Town of Occoquan, PO Box 195, Occoquan, VA 22125, drop it by Town Hall, 314 Mill Street, Monday through Friday, 9 am to 4 pm or leave it in the after hours drop box at Town Hall.

Payment is due by May 31, 2022. Please make checks payable to the Town of Occoquan. Credit and debit payments can be made in person or over the phone (a 3% convenience fee applies) at Town Hall. Please do not leave cash in the overnight box. Once payment has been received, your business license will be mailed to you and must be displayed in a public area of your business.

If you have any questions, please contact me at (703) 491-1918 or mcasillas@occoquanva.gov.

Sincerely,

Manuel Casillas
Town Treasurer