



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
Nancy Freeborne Brinton
Theo Daubresse
Cindy Fithian
Eliot Perkins

2023 BUSINESS LICENSE RENEWAL

Application Due Date: March 1, 2023
Payment Due Date: May 31, 2023

TOWN MANAGER
Adam Linn

January 20, 2023

Dear Occoquan Business Owner:

It is time to renew your Business and Professional Occupational License (BPOL) with the Town of Occoquan for 2023. New businesses are required to submit an application before opening. Applications for renewing business are due on March 1, 2023. A penalty of 10% may be added on applications received after March 1, 2023, and/or payments received after May 31, 2023.

The business license fee is based on gross receipts for calendar year 2022; however, the minimum fee is \$30.00. If the minimum fee is being paid, the tax is due with the application. 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, 2023. Please complete the attached fillable PDF application and submit, along with applicable documentation, by email to townclerk@occoquanva.gov, or fill the form out on the Town's website. You may also print and mail in 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, 2023. Calculate your tax using the attached form. Please make checks payable to Town of Occoquan. Credit and debit payments can be made in person at Town Hall, over the phone at 703-491-1918, or at <https://www.occoquanva.gov/make-a-payment>. 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 us at (703) 491-1918 or treasurer@occoquanva.gov.

Sincerely,

Manuel Casillas
Town Treasurer