



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • 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

2024 BUSINESS LICENSE RENEWAL
Application and Payment Due Date: March 1, 2024

TOWN MANAGER
Adam Linn

January 10, 2024

Dear Occoquan Business Owner:

It is time to renew your Business and Professional Occupational License (BPOL) with the Town of Occoquan for 2024. New businesses are required to submit an application before opening. **Per Ordinance #O-2023-05, BOTH applications and payments for renewing business are due on March 1, 2024.** A penalty of 10% may be added on applications and payments received after March 1, 2024.

The business license tax is based on gross receipts for calendar year 2023. **Also, as of July 1, 2023, all applications are subject to a \$30 licensing fee.** 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 receipts. All applications are subject to verification by the 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 and payments are due by March 1, 2024. Please complete the attached PDF application and calculate the amount owed. You can submit, along with applicable documentation and payment, online at <https://www.occoquanva.gov/business/doing-business-in-occoquan/>.

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 at 314 Mill Street, Monday through Friday, 9 am to 4 pm; or leave it in the after-hours drop box at Town Hall. Please make checks payable to "Town of Occoquan". In addition to online, credit and debit payments can be made in person at Town Hall or over the phone at 703-491-1918. For any questions, please contact the Town Clerk, Philip Auville, at townclerk@occoquanva.gov.

Once proper documentation and payment has been received and approved, 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,

Asma Rupani
Town Treasurer