



## City of Alexandria Treasury Division

301 King Street, Room 1510  
Alexandria, VA 22314  
703.746.4800  
payments@alexandriava.gov

Accepted methods of payment: cash, check,  
money order, Visa, Mastercard, and Discover

Returned checks are subject to a \$35 fee in  
accordance with state law



AEDP assists new and existing businesses.  
Their weekly newsletter features information  
for businesses and the community, including  
events, news, announcements, and more.

601 Prince Street  
Alexandria, VA 22314  
[info@alexandriaecon.com](mailto:info@alexandriaecon.com)  
<https://alexandriaecon.org/>

## Business Tax Due Dates

### Business License renewals

March 1 - Filing and Payment

### Business Personal Property

May 1 - Filing  
October 5 - Payment

### Admission Tax, Meals Tax, and Transient Lodging (Hotel) Tax

Monthly, on the last day of the month  
following the reportable month

### Short-Term (Daily) Rental of Tangible Personal Property Tax

Quarterly, on the last day of the month  
following the reportable quarter

## Business Tax Portal

File, pay, view correspondence,  
update mailing address and more at  
[Businesstaxportal.alexandriava.gov](https://businesstaxportal.alexandriava.gov)



### City of Alexandria Business Tax

301 King St., Room 1700  
Alexandria, VA 22314  
703.746.4800

[businesstax@alexandriava.gov](mailto:businesstax@alexandriava.gov)



# City of Alexandria Business Tax

*Kendel Taylor, Director of Finance*

## Obtaining a business license in the City of Alexandria

### Register the business entity with the State Corporation Commission

All corporations, LLCs, partnerships, as well as trade names must be registered with the Virginia State Corporation Commission.

P.O. Box 1197, Richmond, VA 23218  
804.371.9733  
[sccefile@scv.virginia.gov](mailto:sccefile@scv.virginia.gov)  
[www.scc.virginia.gov](http://www.scc.virginia.gov)

### Apply for Federal Employer Identification Number (FEIN)

File federal form SS-4 with the Internal Revenue Service and submit form W-9 along with the business license application to our office.  
For Non-Profits: Letter of Determination.

800.829.4933  
[www.irs.gov](http://www.irs.gov)

### Register for Sales and Use Tax with the Virginia Department of Taxation

Every individual, partnership, corporation, etc., engaging in business as a retail dealer, lessor, distributor, or renter of tangible personal property to customers in Virginia must register to collect and pay sales tax in Virginia.

P.O. Box 1115, Richmond, VA 23218  
804.367.8057  
[www.tax.virginia.gov](http://www.tax.virginia.gov)

### Alexandria Health Department

Food establishments, childcare centers, etc. are required to obtain a Health Permit.

4480 King Street  
Alexandria, VA 22302  
703.746.4910  
[www.alexandriava.gov/Health](http://www.alexandriava.gov/Health)

### Business License Tax

Businesses operating within the City of Alexandria must obtain a Business, Professional and Occupational License (BPOL) from the Department of Finance. Persons without a business license may not lawfully engage in business. The license must be renewed annually. Businesses, professionals, and occupations that meet all qualifications and legal requirements are eligible to obtain licenses upon application and payment of the license tax.

Application, along with interdepartmental form and IRS form W-9, may be submitted via email to: [BusinessTax@AlexandriaVa.gov](mailto:BusinessTax@AlexandriaVa.gov)

703.746.4800  
[www.alexandriava.gov/BusinessTax](http://www.alexandriava.gov/BusinessTax)

### Business Personal Property Tax

City of Alexandria levies a tax on all personal property located in the City on January 1 and used in a trade or business. The value of assets is calculated using depreciation rate based on the year of purchase and property category (furniture & fixtures, manufacturing equipment, unlicensed vehicles, and computers & peripherals). The tax rate for each property category is established by the City Council.

### Permit Center and Department of Code Administration

Each business based in the City of Alexandria must complete the Interdepartmental form to obtain approvals for their business location from Zoning and Code Administration. The interdepartmental form must be submitted along with the business license application. Questions regarding the Zoning and Code requirements can be addressed at:

[Permit.Center@AlexandriaVa.gov](mailto:Permit.Center@AlexandriaVa.gov)  
[www.alexandriava.gov/PermitCenter](http://www.alexandriava.gov/PermitCenter)



### Virginia DPOR License

Contractors and regulated professions must be registered with the Virginia Department of Professional and Occupational Regulation.

804.367.8500  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

Contractors must submit the Certificate of Workers Compensation Insurance form 61A.

### Virginia DHP License

Virginia Department of Health Professions licenses health care providers and enforces standards governing their practice.

804.367.4400  
[dhp.virginiainteractive.org/Lookup](http://dhp.virginiainteractive.org/Lookup)

### Virginia ABC License

Virginia Alcoholic Beverage Control Authority grants a range of privileges, or "licenses", to businesses, groups and individuals enabling the manufacture, distribution, selling and serving of alcoholic beverages in the Commonwealth. The City also charges ABC license fees.

6308 Grovedale Dr.  
Alexandria, VA 22310-2551  
703.313.4432  
[www.abc.virginia.gov](http://www.abc.virginia.gov)