

## Opening a New Business in Arlington County: Guide to License & Tax Requirements

### ▶ ARLINGTON COUNTY TAXES

#### **Business License Tax**

The Commissioner of Revenue assesses Arlington County business privilege license taxes on business conducted in Arlington County, including home-based businesses. When a person begins a business at any time after January 1 of any year, such license tax and fee(s) are due and payable when such person begins business. It is unlawful to engage in any business without first obtaining a business license.

#### **Business Tangible Personal Property Tax**

Arlington County levies a tax on all tangible personal property located in Arlington County on January 1 and used in a trade or business. This includes items such as furniture, fixtures, machinery, tools and computer equipment.

#### **Other Business Taxes**

The following are taxes levied on industry specific activities:

- **Short-Term Rental Tax** applies to certain rental businesses such as video rental stores.
- **Transient Occupancy Tax** applies to hotel, motel or tourist home room or space rentals.
- **Meals, Food and Beverage Tax** must be charged by a seller for prepared foods sold in Arlington.

For additional information on business taxes, contact:

*Commissioner of Revenue--Business Tax Division*  
2100 Clarendon Boulevard, Suite 208  
Arlington, Virginia 22201  
703-228-3060  
[business@arlingtonva.us](mailto:business@arlingtonva.us)      [taxes.arlingtonva.us/cor](http://taxes.arlingtonva.us/cor)

### ▶ APPLYING FOR A CERTIFICATE OF OCCUPANCY

All new businesses must file a request for a Certificate of Occupancy or a Home Occupation Permit with the Zoning Administrator of the Department of Community Planning, Housing and Development. This needs to be done before applying for a business license. For additional information contact:

*DCPHD—Zoning Division*  
2100 Clarendon Boulevard, Suite 1000  
Arlington, Virginia 22201  
703-228-3883      [www.arlingtonva.us/cphd](http://www.arlingtonva.us/cphd)

### ▶ REGISTERING A GENERAL PARTNERSHIP OR TRADE NAME FOR A CORPORATION, LLC OR LIMITED PARTNERSHIP

All corporations, LLCs and limited partnerships conducting business in Virginia must register with the State Corporation Commission. To register or to incorporate, contact:

*State Corporation Commission Office of the Clerk*  
804-371-9967 or 1-866-722-2551      [www.scc.virginia.gov](http://www.scc.virginia.gov)

### ▶ VIRGINIA TAXES

- **Retail Sales Tax** Every individual, partnership, corporation, etc., engaging in business as a retail dealer in Virginia must register with the Virginia Department of Taxation. They must also collect the retail sales tax, file reports, and pay taxes either monthly or quarterly, depending upon the volume of business.
- **Partnership and Corporate Income Tax and Employees' Income Tax Withholding** Businesses may inquire about these taxes with the Virginia Department of Taxation.

*Virginia Department of Taxation Customer Service*  
*Office of Business Investment*  
804-367-8037      [www.tax.virginia.gov](http://www.tax.virginia.gov)

- **Virginia Unemployment Tax** Both the State of Virginia and the federal government levy taxes on employees' wages. The employer pays the state tax into a state fund from which unemployment benefits are paid. For information contact:

*Virginia Employment Commission*  
703-813-1300      [www.vec.virginia.gov](http://www.vec.virginia.gov)

### ▶ FEDERAL TAXES

#### ■ **Federal Employer Identification Number (FEIN)**

Every employer is required to have a federal employer identification number. To apply for the number, file Federal Form SS-4, which can be obtained from any Internal Revenue Office. For additional information contact:

1-800-829-4933      [www.irs.gov](http://www.irs.gov)

- **Employee Taxes** Employers are required to withhold Social Security (FICA) from wages of employees and are responsible for the taxes whether or not they have been collected. Employers are also required to withhold income taxes at the request of the employee.
- **Unemployment Taxes** This tax, known as FUTA, is assessed only on the employer. Annual tax returns must be filed.
- **Individual, Partnership and Corporate Income Tax**- Individual (for sole proprietor, Schedule C), partnership and corporate income taxes must be filed with the Internal Revenue Service. For additional information on federal taxes contact:

*Internal Revenue Service*  
7980 Science Applications Court, First Floor  
Vienna, VA 22182  
703-756-6663  
*General Information: 1-800-829-4933*  
*Publications and Forms: 1-800-829-3676*  
[www.irs.gov/businesses](http://www.irs.gov/businesses)

## ▶ WORKERS' COMPENSATION

Any employer who has three or more regular employees is required to furnish workers' compensation insurance coverage at no cost to the employees. The employer may either purchase the insurance through a private insurance company or apply to the Workers' Compensation Commission to be a self-insurer. For additional information contact:

Virginia Workers' Compensation Commission  
703-207-7152 [www.vwc.state.va.us](http://www.vwc.state.va.us)

For General Inquiries: 1-877-664-2566

## ▶ AMERICANS WITH DISABILITIES ACT

The landmark Americans with Disabilities Act (ADA) enacted on July 26, 1990, prohibits discrimination on the basis of disability in places of public accommodation. If a business serves the public, it must be aware of the employment and public accommodation provisions of this law. Technical assistance and information is available by contacting:

Department of Human Services - Aging & Disability  
2100 Washington Blvd., 4th Floor  
Arlington, VA 22204  
703-228-1700 [dhs@arlingtonva.us](mailto:dhs@arlingtonva.us)  
TTY: 703-228-1788

## ▶ CONTRACTORS

Contractors must register with the following:

Department of Professional and Occupational Regulation  
804-367-8500 [www.dpor.virginia.gov](http://www.dpor.virginia.gov)

## ▶ ADDITIONAL ASSISTANCE

### Arlington Economic Development (AED)

AED publishes a detailed guide to starting a new business in Arlington. They also hold seminars in both English and Spanish for those considering small business ventures. For additional information contact:

Arlington Economic Development  
Office of Business Investment  
1100 N Glebe Road, Suite 1500  
Arlington, VA 22201

703-228-0808 [www.arlingtoneconomicdevelopment.com](http://www.arlingtoneconomicdevelopment.com)

## ▶ CHECKLIST

### ■ Certificate of Occupancy (CO) or a Home Occupation Permit from the Zoning Office

CPHD—Zoning Division  
2100 Clarendon Boulevard, Suite 1000  
Arlington, Virginia 22201

703-228-3883 [www.arlingtonva.us/cphd](http://www.arlingtonva.us/cphd)

### ■ Sign Permit from the Zoning Office (if necessary)

CPHD—Zoning Division  
2100 Clarendon Boulevard, Suite 1000  
Arlington, Virginia 22201

703-228-3883 [www.arlingtonva.us/cphd](http://www.arlingtonva.us/cphd)

### ■ Business License and other Arlington County taxes from the Commissioner of Revenue

Commissioner of Revenue—Business Tax Division  
2100 Clarendon Boulevard, Suite 208  
Arlington, Virginia 22201  
703-228-3060

[business@arlingtonva.us](mailto:business@arlingtonva.us) [taxes.arlingtonva.us/cor](http://taxes.arlingtonva.us/cor)

### ■ Virginia taxes (income, retail sales and unemployment)

### Additional requirements for Commercial Space:

### ■ Recycling Plan submitted to Department of Environmental Services, Solid Waste Bureau

Arlington County Department of Environmental Services  
2100 Clarendon Boulevard, Suite 900  
Arlington, Virginia 22201

703-228-6570 [des@arlingtonva.us](mailto:des@arlingtonva.us) [www.arlingtonva.us/des](http://www.arlingtonva.us/des)

### ■ License from the Public Health Division (for any business selling prepared or packaged food)

Arlington County Department of Human Services

Environmental Health Division  
800 Walter Reed Drive  
Arlington, Virginia 22204  
703-228-7400 [ehhealth@arlingtonva.us](mailto:ehhealth@arlingtonva.us)

<https://health.arlingtonva.us/environmental-health/>

### ■ ALCOHOL BEVERAGE LICENSE (for Restaurants)

Department of Alcoholic Beverage Control  
703-313-4432 [www.abc.state.va.us](http://www.abc.state.va.us)

## Opening a New Business in Arlington County

# Opening a New Business in Arlington County

## A Guide to License and Tax Requirements



INGRID H. MORROY  
COMMISSIONER OF REVENUE

CARLA DE LA PAVA  
TREASURER

2100 CLARENDON BOULEVARD, 2<sup>ND</sup> FLOOR  
ARLINGTON, VIRGINIA 22201