



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
<https://alexandriaecon.org/>

Business Tax Due Dates

Business License renewals

March 1 – Filing and Payment

Meals Sales Tax

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

For all business-related matters, businesses
may visit the Finance Department Revenue
Office City Hall located at 301 King Street,
Room 1700, Alexandria, VA 22314, or at
West End Office located at 4850 Mark Center
Drive, Suite 2011, Alexandria, VA 22311 for
tax administration and payment functions.

The hours of Operations are 8:00 a.m. – 5:00
p.m., Monday – Friday.

Business Tax Portal

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



City of Alexandria Vendors License Tax

301 King St., Room 1700
Alexandria, VA 22314

703.746.4800

businesstax@alexandriava.gov



City of Alexandria Vendors License Tax

Kendel Taylor, Director of Finance

Obtaining a business license in the City of Alexandria

Register the business entity with the State Corporation Commission (only if applicable)

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@scc.virginia.gov
www.scc.virginia.gov

Apply for Federal Employer Identification Number (FEIN) (only if applicable)

File federal form SS-4 with the Internal Revenue Service and submit form W-9 along with the business license application to our office.

800.829.4933
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

Business License Tax

The City extends the privilege to engage in a commercial enterprise by issuing a business license. Persons without a business license may not lawfully engage in business. The license, which is often referred to as a permit or certificate of eligibility, 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.

Vendors License Requirement

- Business License Application
- Interdepartmental Form
- IRS Form W-9
- Business Name Registration (if applicable)

Additional Requirement for Food Trucks and Mobile Food Vendors

- Health Permit
- Fire Prevention Permit (if applicable)

The application package may be submitted via email to: BusinessTax@AlexandriaVa.gov

703.746.4800
www.alexandriava.gov/BusinessTax

Vendors License Fee Retail Peddler License Tax (non-prorated tax)

Consumable Items: \$250
Non-Consumable Items: \$500
Consumable & Non-Consumable Items: \$500
Mobile Food Truck Vendor License Tax: \$250
Itinerant Vendors: \$500

Note: Vendors will only be issued a Retail Peddler License for locations designated by the City of Alexandria or with a letter of authorization from the commercial storefront business owner.



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

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.

Fire Prevention and Life Safety Section

Food trucks and mobile food vendors are required to obtain a Fire Prevention Permit

Questions regarding the Zoning and Code requirements and the Fire Prevention Permit could be addressed at:

4850 Mark Center Drive
Alexandria, VA 22311
703.746.4200

Permit.Center@AlexandriaVa.gov
www.alexandriava.gov/PermitCenter