



Business License Application Instructions for Mobile Food Units

Upon receiving an approved “Mobile Food Vending Zoning Permit” from the James City County Zoning Division, all operators of mobile food units operating in James City County must obtain a business license from the Office of the Commissioner of the Revenue. The following documents must be submitted in a single package.

LOCAL FOOD TRUCK VENDOR (residents or businesses of James City County)

1. [Copy of approved “Mobile Food Vending Zoning Permit”](#) from the James City County Zoning Division. Mobile Food Vending Zoning Permit is not required if operating at an event that has a Special Use Permit issued by the Zoning Division. However, a James City County Fire Department inspection and a current Health Department inspection are still required to operate in James City County.
2. [Application for Business, Professional, and Occupational License](#). All applicants must complete and sign, and include reasonable estimate of calendar year gross receipts in James City County.
3. [Fictitious Name Certificate](#), if advertising or operating your business under a name other than your own personal, corporate, or LLC name. *Example: Jiffy, LLC trading as “Jiffy Burritos and Burgers”.*
4. Copy of [State Corporation Commission \(SCC\)](#) registration, if a corporation or LLC.
5. [Home Occupation Application](#). All applicants must complete unless they regularly operate in an office, restaurant, or retail space elsewhere.
6. [Prepared Food and Beverage Tax Registration](#)
7. Copy of State Sales Tax Registration showing James City County as the locality (Form ST-9B for filing in multiple localities at the [Virginia Department of Taxation](#)). State sales tax in the Historic Triangle is 7%, in addition to the County’s 4% meals tax.”
8. Completed Mobile Food Unit Application (below)

OUT OF TOWN FOOD TRUCK VENDOR (residents or businesses of other localities)

1. [Copy of approved “Mobile Food Vending Zoning Permit”](#) from the James City County Zoning Division. Mobile Food Vending Zoning Permit is not required if operating at an event that has a Special Use Permit issued by the Zoning Division. However, a James City County Fire Department inspection and a current Health Department inspection are still required to operate in James City County.
2. [Application for Business, Professional, and Occupational License](#). All applicants must complete and sign, and include reasonable estimate of James City County gross receipts.
3. [Fictitious Name Certificate](#), if advertising or operating your business under a name other than your own personal, corporate, or LLC name.
4. Copy of [State Corporation Commission \(SCC\)](#) registration, if a corporation or LLC
5. Copy of State Sales Tax Registration showing James City County as the locality (Form ST-9B for filing in multiple localities at the [Virginia Department of Taxation](#)). State sales tax in the Historic Triangle is 7%, in addition to the County’s 4% meals tax. *Out of town vendors must credit James City County when reporting sales here to the Virginia Department of Taxation.*
6. [Prepared Food and Beverage Tax Registration](#)
7. Completed Mobile Food Unit Application (next page).

Once open, your business license account with James City County will remain open until you close it in writing. ALL mobile food vendors must remit monthly meals tax coupon by the 20th of the following month, even in a month of no sales. Failure to comply will result in administrative assessments and possible collections action.

James City County Government:

Business License Office	(757) 253-6698
Treasurer	(757) 253-6855
WJCC Circuit Court:	(757) 564-2242
Zoning Division	(757) 253-6685

State of Virginia:

State Corporation Commission	(804) 371-9733
Department of Health (for inspections):	(757) 253-4813, extension 4 (environmental health)
VA Department of Taxation (sales tax)	(804) 367-8037



MOBILE FOOD UNIT APPLICATION
COMMISSIONER OF THE REVENUE
JAMES CITY COUNTY
(757) 253-6698

Personal Name: _____

Corporate or LLC Name: _____

Fictitious Name: _____

Mailing Address: _____

Name on Food Truck: _____

License Plate No.: _____

Daytime Phone No.: _____ **Email:** _____

Where is food truck garaged on a regular basis? Provide address, locality, and description. All local sites subject to Zoning Division Approval.

Where will food be prepared? (If a commercial kitchen, provide facility name and address). Has this site been issued a permit by the Virginia Department of Health?

In what other localities are you licensed to do business? List all; continue on reverse if needed.

Signature: _____ Date: _____