

Trina Rupe
Master Commissioner of the Revenue
Pulaski County
540-980-7750 Fax 540-980-7758
trupe@pulaskicounty.org



2016 Business Information at a Glance

Recording a Trade Name or General Partnership

General Partnerships and trade names must be recorded with the Clerk of Circuit Court. A one-time fee of \$10 is required upon filing. Completion of 'Certificate of Assumed or Fictitious Name' form must be completed. If General Partnership; 'Statement of Partners' must be signed by each partner. (Forms are provided by the Clerk of Circuit Court's office.) Phone: 540-980-7825.

Register a Corporation or Limited Partnership

Corporations and Limited Partnership businesses must register with the Virginia State Corporation Commission. To become incorporated in Virginia, a business must file trade names, DBA's articles of incorporation and amendments with the State Corporation Commission. Visit SCC efile to register your company on line. <https://www.scc.virginia.gov/#>

State Contractors License

Contractors are required to obtain a Business License from the County of Pulaski. Contractors must provide their State Contractor License number. Also, the Contractor's Certificate of Workers Compensation Insurance form (61-A) must be completed.

License fee is based on contract amount. If gross contract is less than \$100,000, a minimum license fee of \$30.00 will apply.

If contractor does not have a State Contractors License a Contractor Affidavit must be completed.

Affidavit states contractor will not perform any work valued at \$1,000 or more per project or the total value of all projects in a twelve month period does not equal or exceed \$150,000 nor will any landscape irrigation or water well work will be performed.

Virginia Business One Stop
www.vdba.virginia.gov

State Corporation Commission
VA Business Registration Guide
www.scc.state.va.us/clk/files/brg.pdf