



*County of Dinwiddie*  
*Office of the Commissioner of the Revenue*

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**Lori K. Stevens**  
*Commissioner of the Revenue*

## **Dinwiddie County Business License Application Checklist**

### **Out of County Contractors**

To apply for your Dinwiddie County Business License, the following steps must be completed as follows:

- **Application for Dinwiddie County Business, Professional & Merchants License:** complete with an estimate for actual gross receipt figure.
- **Worker's Compensation Insurance Certification:** Online filing of Form 61A is available at [www.workcomp.virginia.gov](http://www.workcomp.virginia.gov); a copy of your certification letter is required as evidence of compliance, a paper version of Form 61A is also included with your application.
- A copy of any license(s) and/or certification required by any other state department or agency must be presented to the Commissioner of the Revenue at the time of application:
  1. **Department of Professional & Occupational Regulation**
  2. **Federal Employer Identification Number**
  3. **State Corporation Commission Registration**
- Full payment to Treasurer, Dinwiddie County for the amount of the license tax.
- **List of Subcontractors:** subcontractor information is required at application. If subcontractors are not enlisted to complete your job(s) please note accordingly, sign and return.