

# BUSINESS PROFESSIONAL OCCUPATIONAL LICENSE TAX EXEMPTION

RICHMOND, VIRGINIA

The Business Professional Occupational License (BPOL) Tax Exemption allows eligible new businesses with annual gross receipts of \$250,000 or more to pay a \$30 annual fee instead of paying BPOL tax for up to two years.

The BPOL tax is a tax on a company's gross receipts. Additional details can be found on the [City of Richmond Department of Finance](#) webpage.

## AM I ELIGIBLE?

- Have you opened a **new** business in the City of Richmond in the last two years?
- Does your new business generate \$250,000 or more in revenue per year?

## HOW TO APPLY

1. Obtain necessary zoning certification through the City of Richmond Department of Planning and Development Review, Division of Zoning Administration
2. Apply through the City of Richmond Finance Department
  - a. Contact TaCia Howard, Customer Service Supervisor at [TaCia.Howard@rva.gov](mailto:TaCia.Howard@rva.gov) or 804.646.3624 to receive the program checklist and application materials
  - b. Complete business license application
  - c. Complete the supplemental BPOL questionnaire
  - d. Complete BPOL tax exemption application
  - e. Submit materials to [TaCia.Howard@rva.gov](mailto:TaCia.Howard@rva.gov)
3. Await final determination from the City of Richmond Finance Department

## ADDITIONAL DETAILS

- Your business must be properly zoned before receiving a business license and BPOL exemption. Contact the Division of Zoning Administration for additional information at 804.646.6340 or visit its [website](#). Qualifying for the BPOL tax exemption does not indicate that business owners are exempt from business personal property taxes
- Contractors do not qualify for the BPOL tax exemption
- A company is only eligible for this program if it is locating in the city for the first time. A change of name or company creation due to a merger or acquisition of an existing Richmond business does not qualify.



Scan the code for more information on Business tax, fees, and licenses or visit [rva.gov/finance/business](http://rva.gov/finance/business).

