

COMMONWEALTH OF VIRGINIA  
COUNTY *of* CHARLES CITY



Denise Burrell Smith  
Commissioner of the Revenue  
Charles City County  
10780 Courthouse Road, Rm. 103  
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Charles City, VA 23030  
[dsmith@co.charles-city.va.us](mailto:dsmith@co.charles-city.va.us)  
[www.co.charles-city.va.us](http://www.co.charles-city.va.us)

January 4, 2016

Dear Charles City County Business Owner/Officer:

Please find the enclosed 2016 Business Permit Renewal Application and return envelope due by February 1, 2016. The fee is \$30.00 if submitted or postmarked by the deadline February 1, 2016. An additional \$3.00 is due if not submitted by the deadline.

Please update any information in the application as needed, complete and sign. If you are mailing the application and payment send in the enclosed return envelope and your permit will be mailed to you. If you are applying in person please bring the application and payment to the Treasurer's office first and then the Commissioner's office. The county offices will be closed Friday, January 15, 2016 (Lee-Jackson Holiday) and Monday, January 18, 2016 (Martin Luther King, Jr. Birthday Holiday).

A copy of the Business Permit Ordinance is enclosed and is also located at the County website, [www.co.charles-city.va.us](http://www.co.charles-city.va.us).

You may contact this office with any questions or assistance.

Sincerely,

Denise B. Smith  
Commissioner of the Revenue

Enclosures: 2016 Business Permit Application  
Business Permit Ordinance  
Return Envelope

*Telephone (804) 652-2161*

*Fax (804) 829-6228*