

COMMONWEALTH OF VIRGINIA
COUNTY *of* CHARLES CITY



Denise Burrell Smith
Commissioner of the Revenue
Charles City County

Iona W. Adkins Judicial/Courts Building
10780 Courthouse Road
P. O. Box 7
Charles City, VA 23030
dsmith@co.charles-city.va.us
www.co.charles-city.va.us

December 30, 2021

Dear Charles City County Business Owner/Officer:

Please find the enclosed 2022 Business Permit Renewal Application and return envelope due by January 31, 2022. The fee is \$30.00 if submitted or postmarked by the deadline January 31, 2022. 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 or drop in the Commissioner of the Revenue's Office Drop Box in the front of Courts Building and your permit will be mailed to you. If you are applying in person, please bring the application and payment (Checks payable to Charles City County) to the Treasurer's office *first* and then to the Commissioner's office. The county offices will be closed Monday, January 17, 2022, in observance of Martin Luther King, Jr. Birthday's.

A copy of the Business Permit Ordinance is located at the County website, www.co.charles-city.va.us.

You may contact this office with any questions and/or assistance.

Sincerely,

Denise B. Smith
Commissioner of the Revenue

Enclosures: 2022 Business Permit Application
Return Envelope

Telephone (804) 652-2161

Fax (804) 829-6228