

COMMONWEALTH OF VIRGINIA
COUNTY *of* CHARLES CITY



Denise Burrell Smith
Commissioner of the Revenue
Charles City County
10780 Courthouse Road, Rm. 103
P. O. Box 7
Charles City, VA 23030
dsmith@co.charles-city.va.us
www.co.charles-city.va.us

January 2, 2019

Dear Charles City County Business Owner/Officer:

Please find the enclosed 2019 Business Permit Renewal Application and return envelope due by January 31, 2019. The fee is \$30.00 if submitted or postmarked by the deadline January 31, 2019. 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 18, 2019 (Lee-Jackson Holiday) and Monday, January 21, 2019 (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.

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

Sincerely,

Denise B. Smith
Commissioner of the Revenue

Enclosures: 2019 Business Permit Application
Business Permit Ordinance
Return Envelope

Telephone (804) 652-2161

Fax (804) 829-6228