



**Section B**

**CONTRACTORS**

**All Contractors**

YES \_\_\_ NO \_\_\_ Do you have employees other than yourself?  
YES \_\_\_ NO \_\_\_ If yes, do you have more than 2 part time employees?  
YES \_\_\_ NO \_\_\_ If you do have employees, have you obtained Workers' Compensation Coverage for your employees pursuant to Chapter 8 of Title 65.2, and will you remain in compliance at all times during the effective period of the Business License issued by Cape Charles for 2017?  
YES \_\_\_ NO \_\_\_ Do you pay subcontractors for work performed in Cape Charles?  
If yes, include a listing of those subcontractors and the amounts paid to them in 2016 for work performed in Cape Charles.

**Contractors who have a residence/office within the town limits of Cape Charles:**

What were your gross receipts during 2016? \_\_\_\_\_  
What do you expect for gross receipts for 2017? \_\_\_\_\_

**Other Contractors:**

Where is your principal office? \_\_\_\_\_  
YES \_\_\_ NO \_\_\_ Are you required to pay a license tax to that locality?  
What were your gross receipts during 2016 for contract work performed in the Town of Cape Charles? \_\_\_\_\_  
What do you estimate your gross receipts will be for 2017 for work performed in the Town of Cape Charles? \_\_\_\_\_

**Section C**

**ALL CONTRACT APPLICANTS (Except Contractors Who Do Not Have an Office in Cape Charles)**

YES \_\_\_ NO \_\_\_ Are there any other businesses at this location?  
If yes, state the business name. \_\_\_\_\_  
You must prepare a separate application for each business.

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If you no longer do business in Cape Charles, please complete the section below and return this form to the Town Treasurer for the Town's annual audit report.

\_\_\_ **The business no longer operates in the Town of Cape Charles.** State the **date** the business in Cape Charles discontinued operating. \_\_\_\_\_ and complete lines A through F on the following page.

**Section D**

**TOWN OF CAPE CHARLES  
Contractor/Tradesman Affidavit**

I, \_\_\_\_\_ representing \_\_\_\_\_ am  
(Applicant's Name) (Company Name)

performing work within the Town of Cape Charles that is in accordance with Code of Virginia Section 18VAC50-22 (Board of Contractors Regulations). I also understand that by falsifying that I am a Licensed Contractor in the State of Virginia that I may be prosecuted by the Virginia Department of Professional Occupation and Regulation per Section 54.1115. See Exception on next page. By signing this affidavit I agree to all the above terms and understand that if any of the information is found to be false then this Business License may be revoked, and the Company/Individual named above will not be permitted to continue work within the Town of Cape Charles.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Copy Attached (check one below)

Tradesman Certification: \_\_\_\_\_

State Contractor's License: \_\_\_\_\_

**Exception: I understand that I am not a licensed contractor in the State of Virginia and that I may not perform work in excess of \$1,000. I also understand that I may not portray myself as a State Licensed Contractor.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Calculation of Tax Due

- A) Estimated 2016 gross receipts \_\_\_\_\_ (from 2016 application)
- B) Actual 2016 gross receipts \_\_\_\_\_
- C) Difference (B-A) \_\_\_\_\_
- D) Applicable Tax Rate .0016
- E) **Additional 2016 Tax Due**(C multiplied by D **if C is positive**) \_\_\_\_\_
- F) **2016 Credit Due** (c multiplied by D **if C is negative**) \_\_\_\_\_
- G) Estimated 2017 gross receipts \_\_\_\_\_
- H) Applicable Tax Rate .0016
- I) **Estimated 2017 Tax** (G multiplied by H) \_\_\_\_\_
- J) Total BPOL Tax Due (E plus I minus F) \_\_\_\_\_

**Note: Minimum tax is \$30.00 unless you are a contractor with neither a residence nor an office in Cape Charles and you have less than \$25,000 in gross receipts earned in Cape Charles. In this instance you will file an application with \$0 due and a Business License will be issued to you.**

Please remit payment to the Town of Cape Charles.

**THIS FORM MUST BE FILED WITH THE TOWN TREASURER IN ORDER TO CONDUCT BUSINESS IN CAPE CHARLES.**

Revised January 11, 2017