



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING AND ZONING
16 N. ROYAL AVENUE
FRONT ROYAL, VA 22630
(540) 635-4236
FAX (540) 631-2727

PROCEDURES FOR OBTAINING A TOWN BUSINESS LICENSE

(Includes changes of use and home occupations)

- **It is very important to make sure that the location and zoning are appropriate for the proposed use and business. The Town of Front Royal strongly recommends contacting the Department of Planning & Zoning to confirm the zoning of a property, prior to leasing or purchasing the property. There may be special requirements or permits that must be obtained prior to Planning Staff approving your application for a business license.**

Before you begin the process, you should have the following information available, in addition to the normal information of name, address, etc. required for the application:

- The name of your business, and proof of recordation of fictitious name.
- The type of business, the prior use of the premise, and when the prior business ceased operation. (may be obtained from realtor).
- Premise information: Address of business, square footage of building or space within the building used for your business, and the number of parking spaces.
- Will the business be operated at your residence? If so, a home occupation checklist must be submitted and signed.
- Check the appropriate purpose of the application, whether it is a business license, home occupation, or change of use. Any change of use at an existing location must be disclosed on the application. Zoning approval will be issued within three to five business days if the use is by right, and after public hearings by the Planning Commission and Town Council, if the use requires a special use permit.

The following steps will guide you through the process of obtaining a Town Business License:

- Go to the Circuit Court Clerk Office in the Warren County Courthouse and ask for a Certification of Assumed or Fictitious Name, if you need one.
- You may obtain an Application for Zoning Approval for a Business License or Change of Use if applicable by visiting <http://www.ci.front-royal.va.us>, or at the Department of Planning and Zoning located at 16 N. Royal Avenue.
- Complete form with attachments and submit with the applicable fee.
- Once you receive zoning approval from the Planning Office, then you may proceed to the Finance Department to obtain the Town Business License (cost is established by Finance).
- Once your Business License is obtained, you may proceed to the Warren County Commissioner of Revenue Office, Warren County Government Center, 220 N. Commerce Avenue, to obtain a Warren County Business License (Cost of license is established by the Commissioner of Revenue).