



# ROANOKE COUNTY BUSINESS LICENSE

*The application is a multi-step process and is best completed in the following order*

## Fictitious, DBA or Trade Name Registration

**Location:** *Clerk of the Roanoke County Circuit Court  
305 E Main Street  
Salem, VA 24153  
(540) 387-6205*

A fictitious name is a name that a person (individual or business entity) uses instead of the person's true legal name in the course of business. It is also referred to as an "assumed name", "trade name," or "doing business as name". Merely removing the LLC or Inc. designation from a corporate name is also considered a fictitious name.

**IF** a fictitious name is being used, the registration is best completed in person but can be mailed. If registering by mail, enclose a self-addressed stamped envelope. A receipt for payment along with a receipt number will be given to the applicant. Evidence of a fictitious name registration must be provided to the Commissioner of the Revenue before a business license can be issued.

- **CELL PHONES ARE NOT ALLOWED IN CLERK OF COURT'S OFFICE.**
- **NOT REQUIRED FOR CONTRACTORS LOCATED OUTSIDE OF ROANOKE COUNTY.**

## Zoning Compliance Checklist

**Location:** *Roanoke County Administration Building  
Office of Community Development  
5204 Bernard Drive, Second Floor  
Roanoke, VA 24018  
(540) 772-2068*

Zoning approval is always required for any business operating in Roanoke County and a business license cannot be issued without this approval. There are some exceptions; where a person is operating under the umbrella of an already approved business, i.e., realtors, hair stylists, massage therapists, etc. A change of business ownership requires approval and if modifications are to be made to a commercial location a Certificate of Occupancy may be required as well.

If you are not the owner of the property for a home based business, a letter will be required from the owner authorizing you to operate a business from that location. Zoning applications are best completed in person and please arrive before 4:30pm to allow for adequate processing time.

- **NOT REQUIRED FOR CONTRACTORS LOCATED OUTSIDE OF ROANOKE COUNTY.**

## Business License Application

**Location:** *Roanoke County Administration Building  
Office of the Commissioner of the Revenue  
5204 Bernard Drive, First Floor  
Roanoke, VA 24018  
(540) 772-2050*

Please bring the **(1)** Fictitious Name registration receipt (if applicable), **(2)** the APPROVED Zoning Compliance Checklist and **(3)** the completed Business License Application (also approved by Community Development) to the Commissioner of the Revenue's office.

Questions on the Business License Application should be directed to Melissa LaPrad, *Business Ordinance Inspector*, in the Commissioner of the Revenue's office at (540) 776-7117, or email at [melaprad@roanokecountyva.gov](mailto:melaprad@roanokecountyva.gov).

### Payment

At this time, payment for the Business License can only be made by **CHECK OR CASH**. Online payments are also not available.

### Summary

To reiterate, if a fictitious name is being used, that registration is best completed in person but can be mailed to the Roanoke County Clerk of the Court in Salem, VA. Include a self-addressed stamped envelope if registering by mail.

It is also best to complete the Zoning compliance and Business License application in person so that any issues that arise during the process can be easily resolved. If it is impractical to complete the applications in person you may transmit them (along with the fictitious name receipt number) via the methods below. Please note, transmitting the applications remotely may delay their completion.

MAIL

Roanoke County Commissioner of the Revenue  
Attn: Business Ordinance Inspector  
PO Box 20409  
Roanoke, VA 24018-0513

EMAIL

[melaprad@roanokecountyva.gov](mailto:melaprad@roanokecountyva.gov)

FAX

(540) 772-2015