

Commissioner of the Revenue

City Hall
Virginia Beach, VA 23456-9002

Philip J. Kellam,
Commissioner

VBgov.com/cor

APPLICATION FOR MANUFACTURING STATUS

Please check to verify that you are submitting the following documents with this application:

ARTICLES OF INCORPORATION ' CORPORATE CHARTER ' DETAILED DESCRIPTION OF BUSINESS ACTIVITY '
FEDERAL INCOME TAX FORMS ' INCOME/FINANCIAL STATEMENTS '

(APPLICANT NAME - CORPORATION)	(FEDERAL TAX ID#)
(MAILING ADDRESS)	(BUSINESS ADDRESS)
(CITY, STATE AND ZIP CODE)	(CITY, STATE AND ZIP CODE)
(TRADE NAME - DBA)	(TELEPHONE - FACSIMILE - EMAIL NUMBERS)

1. Please attach a detailed description and documentation to explain the transformation of your product from raw material into the finished product; for example: brochures, video, etc. (Please submit as attachment #1.)
2. Please attach a list of all personal property employed in your business. (Please submit as attachment #2.)
3. Is any of the equipment listed in #2 leased? no ' yes ' if yes, please provide a list of the leased equipment and the name of the respective leasing company. (Please submit as attachment #3.)
4. Do you have any contract employees paid by 1099's? no ' yes ' if yes, please provide the name, home address and contact numbers for each. (Please submit as attachment #4.)
5. Are you selling wholesale from the place of manufacture? no ' yes ' if yes, to whom are you selling? Also, include a list of items sold at wholesale. (Please submit as attachment #5.)
6. Are you selling retail from the place of manufacture? no ' yes ' if yes, included a list of the items sold at retail. (Please submit as attachment #6..)
7. Do you have other locations from which you sell retail? no ' yes ' if yes, please list and attach addresses. (Please submit as attachment #7.)
8. Are other businesses operating from the location listed above? no ' yes ' if yes, please provide the trade name(s) and contact numbers. (Please submit as attachment #8.)

ZONING APPROVAL

The Virginia Beach City Code (Section 18-21) requires the Department of Planning to regulate business activities in accordance with the city's zoning ordinance.

Zoning approval by: _____ Date: _____

OATH

I, the undersigned, do swear (or affirm) that the foregoing figures and statements are true, full & correct to the best of my knowledge and belief.

By: _____ Title: _____ Acknowledged by Deputy: _____