



Town of Colonial Beach

Office of Finance & Customer Service

Dear Business Owners:

Enclosed is the 2026 Business, Professional, and Occupational License (BPOL) application.

The completed application is due to the Office of Finance & Customer Services by **May 1st, along with your gross receipts verification.** Please enclose a check for taxes & associated fees with your application. Payment of BPOL tax is due no later than May 1, 2026. Penalties and interest will accrue after May 1, 2026. ¹ Any delinquent business license, real estate, personal property, meals, transient occupancy, severance, and admissions taxes owed by the business to the Town must be paid prior to the issuance of a business license. ²

For your convenience, you can apply online at <https://www.colonialbeachva.gov/174/Business-License>

Airbnb, VRBOs, or short-term rentals (any housing rented under 30 days) are now required to obtain a business license to assist with quantifying seasonal tourism and account for entrepreneurs contributing to our lodging industry.

For more information or questions, please contact the Office of Finance & Customer Service at (804) 224-7183 Monday through Friday, between the hours of 8:30 a.m. and 4:30pm or by email to Adam Schaefer at Aschaefer@colonialbeachva.gov. On behalf of the Town of Colonial Beach, we thank you in advance for your cooperation and wish your business continued success in the coming year.

R. Adam Schaefer, MGD
Asst Director of Finance/Customer Service

Lisa M. Okes,
Director of Finance/CFO

Natasha Tucker
Town Manager

¹ Under §58.1-3703.1 of The, Virginia State Code, a penalty of 10 percent of the tax may be imposed upon the failure to file an application or the failure to pay the tax by the appropriate due date.

² Under §13.1-11 of the Colonial Beach Code of Ordinances, no business license shall be issued until the applicant has produced satisfactory evidence that all delinquent business license, real estate, personal property, meals, transient occupancy, severance, and admissions taxes owed by the business to the town have been paid