

# Town Of Pennington Gap

528 Industrial Drive  
Pennington Gap, Virginia 24277  
[www.townofpenningtonva.gov](http://www.townofpenningtonva.gov)

Phone 276-546-1177 • Fax 276-546-6328

## MAYOR

Larry W. Holbrook

## COUNCIL

Jill Carson  
Gary McElyea  
Jeff Martin  
Terry K. Pope  
Jimmy Warner



## TOWN MANAGER

Keith Harless  
[keith.harless@townofpenningtonva.gov](mailto:keith.harless@townofpenningtonva.gov)

## TREASURER

Tina Rowe  
[treasurer@townofpenningtonva.gov](mailto:treasurer@townofpenningtonva.gov)

## CLERK

Karen Maggard  
[info@townofpenningtonva.gov](mailto:info@townofpenningtonva.gov)

Dear Food Truck Vendor,

Welcome to the Town of Pennington Gap. Please be aware that the Town requires all businesses to have a business license. Additionally, any prepared foods are subject to an 8% meals tax. Both forms can be found on our website.

Food Truck Vendors have the following options:

1. Before 1<sup>st</sup> time set up in Town – Required to have a \$30 Business License and pay Meals Tax after each set up.
2. Set Up for Block Party Only - \$25 Registration Fee
3. Set Up for Festival such as Independence Day - \$75 Registration Fee

Please let me know if you should have any questions regarding the licensing process.

Sincerely,

Treasurer's Office  
Town of Pennington Gap

**2024**  
**BUSINESS LICENSE APPLICATION**

**TOWN OF PENNINGTON GAP**  
**528 INDUSTRIAL DRIVE**  
**PENNINGTON GAP, VA 24277**  
**(276) 546-1177**

[www.townofpenningtonva.gov](http://www.townofpenningtonva.gov)

**FOOD TRUCK – PEDDLER’S LICENSE**  
**DUE BEFORE 1<sup>ST</sup> TIME SET UP IN TOWN**

Trading As \_\_\_\_\_

Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box/Street Address City, State, Zip

Email Address \_\_\_\_\_

Physical Address Set Up Location \_\_\_\_\_  
Street Number & Name

Type of Business \_\_\_\_\_

Telephone #'s \_\_\_\_\_  
Local Other

Federal ID # \_\_\_\_\_ Social Security # \_\_\_\_\_

Type of Business Entity (Check one)

- Sole Proprietorship
- Partnership
- Corporation
- S Corp
- LLC

Registered Agent in Virginia: \_\_\_\_\_

Names of Corporation's Officers: \_\_\_\_\_

1.	Initial License
TOTAL DUE:	\$30.00

**DELINQUENT BUSINESS LICENSE, PERSONAL PROPERTY, MEALS, TRANSIENT OCCUPANCY, AND/OR REAL ESTATE TAXES OWED BY THE BUSINESS TO THE TOWN MUST BE PAID PRIOR TO ISSUANCE OF A 2024 BUSINESS LICENSE.**

**CERTIFICATION OF LICENSEE:**

I certify that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief.

Preparer \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Owner/ Officer \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

LICENSE ISSUED FROM THIS APPLICATION **EXPIRES APRIL 30, 2025**

**TOWN OF PENNINGTON GAP**  
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**Meals Tax Remittance**  
(Revised 7/1/23)

Name of Restaurant: \_\_\_\_\_

Contact Name and Email/Phone # \_\_\_\_\_

Payment Month/Year: \_\_\_\_\_

**PART A:**

1. Total receipts for food and/or beverages as outlined in the TOWN OF PENNINGTON GAP Ordinance: \$ \_\_\_\_\_
2. Meals Tax (8% of TOWN OF PENNINGTON GAP food and/or beverage sales): \$ \_\_\_\_\_
3. Total Meals Tax Collected: \$ \_\_\_\_\_

**PART B:**

Less Business Commission for Collection of Meals Tax (5% of PART A, Line 3, **if paid by due date**): \$ \_\_\_\_\_

**PART C:**

Total Meals Tax collected (PART A): \$ \_\_\_\_\_  
Less Business Commission (PART B): \$ \_\_\_\_\_  
Total Tax Payable to: THE TOWN OF PENNINGTON GAP: \$ \_\_\_\_\_

**PART D:**

Late Payment Penalty (10% of Total Tax Payable) Paid or Postmarked after the 20<sup>th</sup>: \$ \_\_\_\_\_  
**GRAND TOTAL: \$ \_\_\_\_\_**

**PAYMENT IS DUE BY THE 20<sup>TH</sup> OF THE FOLLOWING MONTH FOR WHICH TAX WAS COLLECTED. PAYMENTS REMITTED AFTER THE 20<sup>TH</sup> OF THE MONTH MUST INCLUDE THE 10% PENALTY AND MAY NOT BE REDUCED BY THE COMMISSION IN PART B.**

**PLEASE MAKE CHECK PAYABLE TO: TOWN OF PENNINGTON GAP**  
**528 INDUSTRIAL DRIVE**  
**PENNINGTON GAP, VA 24277**