

# City of Galax Business License

## Zoning Ordinance and Building Code Review Application

All **NEW OR EXISTING BUSINESSES** seeking a Galax City Business License **AND** planning to establish a **NEW BUSINESS LOCATION** within the City Limits must complete the following checklist and obtain Zoning Ordinance and Building Code review approval.

**STEP 1** – Contact Engineering Department Staff for assistance and to expedite review.

1. Please contact Daniel Riegel, Zoning Administrator, at 276-601-3600 or [driegel@galaxva.com](mailto:driegel@galaxva.com) for additional Code Review Application information.
2. If the Zoning Administrator is unavailable you can obtain assistance by contacting the following City staff members.
  - a. Galax Building Official – Terry Atwell at 276-236-7297 or [tatwell@galaxva.com](mailto:tatwell@galaxva.com)
  - b. Galax City Engineer – Edwin Ward at 276-236-2422 or [eward@galaxva.com](mailto:eward@galaxva.com)

**STEP 2** – Complete Business and Location Information requested below

1. Is the business a new and first time startup within the Galax City limits? YES \_\_\_ NO \_\_\_
2. Is this an existing business relocating inside the Galax City limits? YES \_\_\_ NO \_\_\_
3. Is this an existing business relocating from outside to inside the Galax City limits? YES \_\_\_ NO \_\_\_

Business Owner or Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Business Location Address: \_\_\_\_\_

Business Location Owner Name: \_\_\_\_\_

Business Location Owner Telephone: \_\_\_\_\_ email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Form Given to City Staff Member: \_\_\_\_\_

**STEP 3** – Receive Engineering Department review comments and approvals

Zoning Administrator _____	Date _____
Building Official _____	Date _____
Comments: _____	
_____	

**STEP 4** – Present this completed form to the **Commissioner of Revenue** office to apply for a Galax City Business License.