

JESSICA C. TULLY, ESQ.
Jessica@TullyVI.com
P: 340-513-8846
www.TullyVI.com



Mailing: P.O. Box 580
St. Thomas, VI 00804
Physical: Suite 6 2nd Floor
No. 32 Dronningens Gade
St. Thomas, VI 00802

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VIA E-MAIL

Re: U.S.V.I. Business License Process

Thank you for trusting Tully Law, PLLC with handling your business needs. The Firm strives to be as transparent as possible with our billing. This letter is meant to provide our clients with an overall picture of the business license application/renewal process so that our clients are better able to understand the legal fees and expenses associated with acquiring their business license.

While your business license application is being processed, you will receive various requests for information from our staff. The information the Firm requests is needed to satisfy the requirements of the Department of Licensing and Consumer Affairs (DLCA) and the various other government agencies regulating your particular business license. At minimum, there are six (6) different government agencies involved in obtaining a business license. Our office handles all interactions with these agencies on your behalf.

If you have any questions during this process, please do not hesitate to ask.

Sincerely,

A handwritten signature in black ink that reads "Jessica Tully". The signature is written in a cursive, flowing style.

Jessica C. Tully, Esq.

In addition to filing a completed “Application for U.S. Virgin Islands Business License” with the DLCA, the following items will need to be on file with the DLCA **before** a business license may be issued:

I. Requirements for All Business Licenses

a. Certificate of Trade Name/ Partnership and Corporation Registration

Lt. Governor's Office

Telephone: STT (340) 776-8515 / STX (340) 773-6449

Website: <http://ltg.gov.vi/corporations-and-trademarks.html>

b. Tax Clearance Letter

U.S.V.I. Bureau of Internal Revenue

Telephone: STX (340) 773-1040 STT (340) 715-1040

Website: <http://www.vibir.gov>

All applicants for license renewal must submit a tax clearance letter showing good standing with the U.S. Virgin Islands Bureau of Internal Revenue. This review will be conducted on the applicant's behalf by the DLCA Division of Licensing upon submission of the application for a new business license.

c. Police Records Check

Police Department

Telephone: STT (340) 774-2211 / STX (340) 778-2211

Website: http://www.vipd.gov.vi/Departments/Office_of_the_Police_Commissioner/Records_Bureau.aspx

All applicants must submit to a Background Check from the Police Department. This review will be conducted on the applicant's behalf by the DLCA Division of Licensing upon submission of the application for new business license or change of principal(s).

d. Zoning Approval

Department of Planning and Natural Resources

Telephone: STT (340) 774-3320 / STX (340) 773-3450

Website: <http://www.dpnr.gov.vi/pages/about-dpnr-1>

All businesses must submit to a review by the Department of Planning and Natural Resources for zoning compliance. This review will be conducted on the applicant's behalf by the DLCA Division of Licensing upon submission of application for business license.

e. Fire Inspection

Fire Service

Telephone: STT (340) 774-7610 / STX (340) 773-8050

All businesses must submit to a review by the Fire Service for fire code compliance. The Fire service will determine the nature of the review that is required for your business type.

II. Additional Requirements for Certain Businesses

a. Health Inspection

Department of Health

Telephone: STT (340) 774-9000 /STX (340) 773-1311

Website: <http://www.healthvi.org/>

Some businesses will need to submit to a review by the Department of Health, depending on type of license requested (i.e., food-related business, counseling practices, massage therapists, etc.).

b. Board Certifications

Office of Boards and Commissions

Telephone: STT (340) 774-3130 / STX (340) 773-2226

Website: <http://dlca.vi.gov/boardcertifications>

The following listed professions must be certified by their respective board to practice in the U.S.V.I.:

- Architects, Engineers, and Land Surveyors;
- Barbers, Beauticians and Manicurists;
- Construction Contractors;
- Electricians;
- Plumbers;
- Public Accountancy;
- Real Estate Appraisers;
- Real Estate Commissioners;
- Social Workers

NOTE: To avoid unnecessary delays, please make sure your business is ready for inspection and has complied with all rules and regulations concerning your type of business and/or profession prior to submitting your business license application.