



APPLY for a PERMIT TUTORIAL



Virginia Alcoholic Beverage
Control Authority

NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

Helpful TIPS:

- For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices. The VAL login is hosted on the [Virginia ABC](#) website and can also be accessed by selecting VAL System from the Licensing drop-down and clicking on the orange bar labeled returning users and check status
- If you are not sure which Permit you need to apply for, use the online Wizard. The Wizard will display the recommended Permit, how long the application and ABC processing may take, and the list of required documents.
- You should tab in and out of formatted fields such as FEIN, social security numbers, phone numbers and date of birth to avoid getting an error message. The dashes must be entered in the social security field.
- FEIN number is mandatory when applying for a license or a permit.
- Fields with asterisks are required. Any field that has a question mark inside a circle gives additional information about that field.
- Some screens require you to scroll down to continue the application.
- If you do not have an account, refer to the “How to Create an Account and Sync Your License Records” video tutorial.

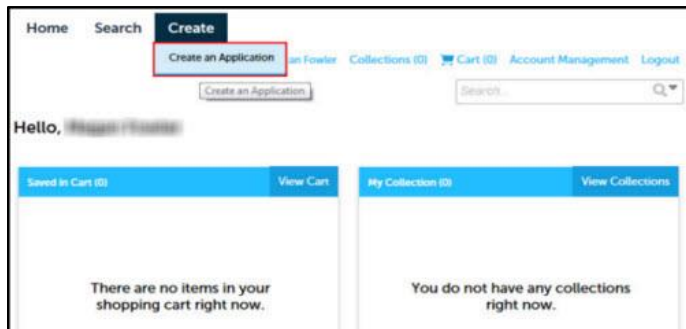
1. Click on [VAL Login](#)
2. Select [Create>Create Application](#).
3. Click the checkbox to accept the [General Disclaimer](#). Click **Continue Application**.
4. Click [Permits](#) then select the applicable radio button. Click **Continue Application**.
5. Enter required fields in the **Address** section of the [Location Information>Business Location](#) page. Click **Continue Application**.
6. Click **Add New** in the **Permittee** section of the [Contact Information>Contacts](#) page.
7. Enter required fields for the applicant on the [Contact Information](#) page. Scroll down and click **Add Contact Address**.
8. Select **Address Type>Mailing** on the [Contact Address Information](#) page. Enter required fields for the applicant. Click **Save and Close**, then click **Continue**.
9. Click **Continue Application** on the [Contact Information>Contacts](#) page.
10. Enter required fields on the [Application Information>Permit Details](#) page. Click **Submit**.
11. Click **Add** on the [Supporting Documents>Attachments](#) page.
12. Click **Add** on the [File Upload](#) page.
13. Navigate to the file and click **Open** to attach all required files. Click **Continue**.
14. Select **Type** and enter **Description** for all files on the [Supporting Documents>Attachments](#) page. Click **Save** then **Continue Application**.

15. If desired, add **Comments** then click **Continue Application**.
16. Review information on the [Review](#) page. Scroll down and check the certification checkbox, then click **Continue Application**.
17. If a payment is not required, the application number is displayed. If a payment is required, continue with steps 18 – 21.
18. Review [Pay Fees](#) page then click **Check Out**.
19. Click **Checkout** on the [Cart](#) page.
20. Click **Proceed with Payment** on the [Payment](#) page.
21. Enter [Payment](#) then click **Submit Payment**. The application number is displayed.
22. [Receipt Record issuance Page](#) loads

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

Create>Create Application



[Back to Instructions](#)

General Disclaimer

Online Application

Welcome to Virginia ABC's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

Virginia ABC provides the Web information contained herein as a service to the public. While Virginia ABC attempts to maintain Web information that is accurate and timely, Virginia ABC neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from Virginia ABC as a result

I have read and accepted the above terms.

[Continue Application »](#)

[Back to Instructions](#)

Permits

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[Search](#)

- ▶ Licenses
- ▶ Events
- ▼ Permits
 - Common Carrier Application
 - Continuance of Operation (COOP) Application
 - Culinary Permit Application
 - Grain Alcohol Application
 - Import Personal Alcohol (Interstate) Application
 - Industrial Alcohol Application
 - One-Time Sale Application
 - Out of Bond Application
 - Out-of-State Delivery Application
 - Sacramental Wine Application
 - Solicitor Salesman Application
 - Solicitor Tasting Application
 - Still Application
 - Transportation (Commercial Carrier) Application
 - Trustee Application
 - Walking Tour or Sightseeing Carrier Application

[Continue Application »](#)

[Back to Instructions](#)

Location Information>Business Location

Step 1: Location Information > Business Location * indicates a required field.

Address

* Street No.: Direction: * Street Name: * Street Type: Street Suffix:

Unit No.: Unit # (end): Unit Type:

Facility or Establishment Name:

* City: * State: * Zip:

County: * Country:

X Coordinate: Y Coordinate:

[Back to Instructions](#)

Contact Information>Contacts

Home Search Create Register for an Account Login

If you require more information regarding Virginia ABC, Please [Click Here](#)

Industrial Alcohol Application

1 Location Information 2 Contact Information 3 Application Information 4 Supporting Documents 5 Comments to the Agency 6 7 8

Step 2: Contact Information > Contacts * indicates a required field.

Permittee

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Back to Instructions](#)

Contact Information

Contact Information

- Please re-enter your information, to confirm that you are the intended user. For security and safety you are required to reenter your information. Virginia ABC Authority is not authorized to share previously provided information.
- A valid Mailing Address is required.

* Individual/Organization: FEIN: * Preferred Method of Contact:

Organization Name: * Primary Phone:

DBA/Trade Name: Secondary Phone:

First: Last: SSN or ITIN: Personal Phone:

* E-mail: Driver's License Number: Driver's License State:

State ID Number: State:

Birth Date: Gender: Female Male

Do you have a Virginia State Corporation Commission Entity ID Number?: Yes No

[Back to Instructions](#)

Contact Address Information

Contact Address Information ✕

Address Type:

Street No: Direction: Street Name: Street Type: Street Suffix:

Unit No: Unit # (end): Unit Type:

City: State: ZIP Code:

Country/Region:

[Back to Instructions](#)

Application Information>Permit Details

1	2	3	4	5	6	7	8
Location Information	Contact Information	Application Information	Supporting Documents	Comments to the Agency			

Step 3: Application Information > Permit Details * indicates a required field.

Industrial Alcohol Information

INDUSTRIAL ALCOHOL INFORMATION

*Are you planning to transport the industrial alcohol?:
 Yes No

*Is permittee classified as a US government agency, religious organization or Virginia public university?:
 Yes No

Alcohol Information

ALCOHOL INFORMATION

Showing 0-0 of 0

Product Name	Alcohol Type	Amount (Gallons)	Vendor Name	Vendor Email	Total Delivered Cost
No records found.					

[Back to Instructions](#)

Supporting Documents>Attachments

Solicitor Tasting Application

1	2	3	4	5	6	7	8
Contact Information	Application Information	Supporting Documents	Comments to the Agency	Review			

Step 4: Supporting Documents > Attachments * indicates a required field.

Attachment

The maximum file size allowed is 16 MB.
 html; htm; mht; mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Back to Instructions](#)

File Upload

File Upload

The maximum file size allowed is 16 MB.
htm; htm; mht; mhtml are disallowed file types to upload.

[Back to Instructions](#)

Supporting Documents>Type and Description

Attachment

The maximum file size allowed is 16 MB.
htm; htm; mht; mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type:

File: attachment.docx
100%

* Description:

Also Attach To:

[Back to Instructions](#)

Review

Solicitor Tasting Application

1 2 3 4 Supporting Documents 5 Comments to the Agency 6 Review 7 Pay Fees 8 Record Issuance

Step 6: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Solicitor Tasting Application

Address

558 Main ST
Richmond VA 23222
United States

Permittee

Individual
***-**-6523
Primary Phone: 8045556923
E-mail: joesmith@abc.gov
Preferred Method of Contact: Fax

Do you have a Virginia State Corporation Commission Entity ID Number?: No
Is the above information accurate?: Yes

Contact List

[Back to Instructions](#)

Pay Fees

Home Search Create

Logged in as: [User] Collections (0) Cart (4) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#) Search...

Banquet Application

1 2 3 4 Supporting Documents 5 Comments for the Agency 6 Review 7 Pay Fees 8 Record Issuance

Step 7: Pay Fees

Listed below are the fees due based upon the information you've entered. Some fees are pro-rated and will result in a reduced amount being charged. The following screen will display your total fees.

Application Fees	Calculation	Amount
Fees		
Application Fee - Banquet Event	1	\$15.00
Banquet Event License Fee	1	\$40.00

TOTAL FEES: \$55.00
If you have questions regarding the fees, please contact your Regional ABC Office.

[Check Out »](#)

[Back to Instructions](#)

Cart

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record Issuance

Step 1: Select item to pay

Please click on edit cart to save fees for later.

PAY NOW

555 main ST, Richmond VA 23220 United States

2 Application(s) | \$195.00

- Apply for a Privilege 20TMP-001375 Total due: \$0.00
- Retail Specialty Establishment Application 20TMP-001382 Total due: \$195.00

No Address

2 Application(s) | \$0.00


- Business Entity 20TMP-001380 Total due: \$0.00
- Individual Entity 20TMP-001381 Total due: \$0.00

Total amount to be paid: \$195.00
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

[Back to Instructions](#)

Payment



Order Section

Amount 210.00 USD

[PROCEED WITH PAYMENT](#)

By placing this order, you are indicating you agree with our return and refund policy.
<https://www.abc.virginia.gov/stores/store-information/return-policy>

[Back to Instructions](#)

Submit Payment

Order Section
Amount 210.00 USD

Name and Zip
First Name: Susan, Last Name: Smith
Postal code

Payment
PAYMENT CARD
VISA, MasterCard, American Express
Card Number*
Expiration date (MMYY)*, Security code*

SUBMIT PAYMENT

By placing this order, you are indicating you agree with our return and refund policy.
<https://www.abc.virginia.gov/stores/store-information/return-policy>

Secure Payment

[Back to Instructions](#)

View and Print Receipt

1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)

2901 Hermitage RD, Richmond VA 23220 United States

013350952 [View Receipt](#)

[Print/View Receipt](#)

PAYMENT RECEIPT

Receipt Number:14254174

DATE/TIME: 6/21/2023 12:00:00 AM

CASHIER: PUBLICUSER39596

NAME: Peter Smith

ADDR:

License #	Type	Fee Description	Total Fee	Fee qty	Unit Total
013350952	Culinary Permit Application	Culinary Application Fee	\$50.00	1.00	\$50.00
			\$50.00	1.00	\$50.00
Total			\$50.00	1.00	\$50.00

Transaction #	Payment Type	Check Number	Payment Amount
750337	Credit Card		\$50.00
			\$50.00

[Back to Instructions](#)