

Business License Application Checklist

Business license applicants must apply in person. Please allow enough time to complete the application process. If paying by check, you will need to bring a separate check for each fee.

- [] Business LicenseCity Hall Building, 1st floor, Commissioner of Revenue, 393-8714
 - Bring identification (Picture ID – all parties)
 - Bring Corporate Charter (if applicable)
 - Bring Partnership Agreement (if applicable)
 - Bring Estimate of Gross Receipts through December 31st
 - Bring required Permits/Licenses (if applicable)
 - Bring required receipts, certificates, and forms from the applicable agencies.
 - Fee Required, Make check payable to James L. Williams, City Treasurer.

Other locations you may have to visit, depending on the nature of your business are...

- [] Planning Department.....City Hall Building, 4th floor, 393-8836 contact Christine Stewart.
 - Zoning Clearance Approval – bring lease or other written documentation of business location. The fee is \$15.00 for zoning clearances.
 - Some Inspections may require fees.
- [] Trade Name Registration...Circuit Court-Civic Center, 393-8671
 - *Fee required.*
- [] Fiduciary Tax Office.....City Hall Building, 1st floor, Commissioner of Revenue
 - Includes Admission Tax, Cigarette Tax, Food/Lodging Tax, and Short Term Rental Tax.
 - Some may require fees.
 - Surety Bond – Food Establishments, City Code §35-417
- [] Health Department.....1701 High Street, 393-8585
 - Barber, Beauty operations or health care services.
 - Food Services/Vendors - may require permit, we will accept permit from other locality.
- [] Police Department..... 711 Crawford Street, 393-8748
- [] City CouncilCity Hall Building, 6th floor, 393-8641

Other Numbers to call for information about:

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| Incorporating..... | Virginia State Corporation Commission | 804-371-9733 |
| Income Tax, Retail Sales & Use..... | Virginia Department of Taxation | 757-455-3810 |
| Tax, Employee Withholding Tax..... | Kroger Center, Bldg. 7, Suite 101 Norfolk, VA 23502 | |
| Obtaining a Federal ID Number..... | Internal Revenue Service | 800-829-1040 |
| Registering for Unemployment..... | Virginia Employment Commission | 757-455-3900 |
| Benefits | | |
| Contractors Licenses (A, B, or C)..... | Virginia State Board of Contractors | 804-367-8511 |
| Obtaining State Licensure..... | Virginia Department of Occupational And Professional Regulation | 804-367-8500 |
| ABC License..... | Virginia Alcohol & Beverage Control | 757-424-6700 |

Questions?

If you have any questions about the licensing a business in the city of Portsmouth please contact the Commissioner of the Revenue, Business License Tax Department at 757-393-8714, by fax at 757-393-8604, or by email at thompsonj@portsmouthva.gov