

# Business License Dates and Rates Sheet

## City Code:

City Business, Professional and Alcoholic Beverage Licenses expire **December 31<sup>st</sup>** of that calendar year. The license **MUST** be purchased no later than **MARCH 1<sup>st</sup>** to avoid any penalty. City Ordinance Chapter 20, adopted, effective January 1, 1997 is as follows:

### Sec. 20-6 LICENSE FEE AND TAX

1. Commencing with the license year 2000, every business or person having annual gross receipts of \$100,000.00 or less shall pay a license fee of \$50.00.
2. Every Business with annual gross receipts of more than \$100,000.00 shall be assessed and required to pay annually a license tax on the gross receipts of such business.

License Category (based on Gross Receipts)*	Rates
Finance, Real Estate Professional Services**	58 cents per \$100
Business Services**	36 cents per \$100
Personal Services**	36 cents per \$100
Repair Services**	36 cents per \$100
Retail Sales**	20 cents per \$100
Contractor**	16 cents per \$100
Wholesale Merchant (based on Gross Purchases)	15 cents per \$100
* This conversion does not apply to alcoholic beverages, tobacco, freight forwarder, custom house brokers, circus/carnival, itinerant merchant (temporary or transient business), peddler or other license classifications defined in Section 58.1-3706 of the Virginia Code.	
** More detailed examples of each category are located in the office, just contact our office for more information or questions.	

**All Alcoholic beverages are prorated. State ABC Approval is required before a City License can be purchased. All NEW Businesses MUST provide a copy of State ABC Approval.**

Classification	License Type	Rates
61-030	Mixed Beverage, Seating Capacity 50-100	\$200.00 (\$16.67/Month)
61-035	Mixed Beverage, Seating Capacity 100-150	\$350.00 (\$29.17/Month)
61-040	Mixed Beverage, Seating Capacity 150 - up	\$500.00 (\$41.67/Month)
61-045	Mixed Beverage, Non-Profit Club	\$350.00 (\$29.17/Month)
61-055	Retail On-Wine/Beer	\$150.00 (\$12.50/Month)
61-060	Retail Off-Wine/Beer	\$150.00 (\$12.50/Month)
61-065	Retail On-Beer	\$100.00 (\$8.33/Month)
61-070	Retail Off-Beer	\$100.00 (\$8.33/Month)

**Contractors must complete State form Workers' Compensation and return with Business License per State Code Sec.58.1-3714, Code of Virginia.**

### **Rental License Fee:**

\$12.00 per unit per year (\$1.00/Month)

### **Direct Seller License Tax Based on Gross Receipts**

20 cents per \$100.00 gross receipts with no threshold

Franklin D. Edmondson · Commissioner of the Revenue  
City of Portsmouth  
801 Crawford Street · Portsmouth, VA 23704-3870 · (757) 393-8714 · Fax (757) 393-8604  
Office Hours: Monday - Friday; 8am to 5pm