

Instructions for Business License Renewal Form

Step 1: Fill out the form completely. Be sure to check each section for accuracy.

Step 2: Enter the amount of Gross Receipts through December 31st of last year. If this is your 2nd or 3rd year of reporting gross receipts an adjustment may be coming.

Step 3: Tax Clearance - If you are applying by mail, then the Treasurer's Office will check to see if any taxes are owed before issuing you a license.

Step 4: Then sign the form. This form must be signed by the applicant or authorized agent of the partnership or corporation.

Some Explanation of Terms:

Applicant Name – This is the proper legal name of the individual, partnership, or corporation requesting registration.

Trading-As Name – This is the legal name of the business as filed with the Portsmouth Clerk of the Circuit Court.

Start Date of Business – This is the date that the business will begin operation.

Business Type – What kind of business are you? Is the business owned by an individual, a partnership, or a corporation?

Telephone Number – Is this the telephone number of the business location correct for both the office location and emergency number?

Business Location Address – This is the physical address of the business as shown on the Zoning Department Approval slip. Please no Post Office boxes.

Applicant's Signature & Title – This form must be signed by the applicant or authorized agent of the partnership or corporation. Please include any additional mailing requirements for this business.

For New Businesses:

You can streamline all of your application requirements with the City of Portsmouth office by completing the following and include prior to visiting this office.

- [] Business License - City Hall Building, 1st floor, Commissioner of Revenue, 393-8714
 - Bring identification (Picture ID)
 - Bring current corporate registration receipt.
 - Bring partnership agreement (if applicable)
 - Bring amount of gross receipts through December 31st of last year (Use estimate for current year)
 - Bring required permits/licenses (if applicable)
 - Bring required receipts, certificates, and forms from the applicable agencies.
 - *Fee required.*

- [] Zoning Office - City Hall Building, 4th floor, 393-8836
 - Zoning clearance approval – bring clearance slip to this office.
 - Some inspections may require fees.

Tax Rate Information: Available upon request.

Questions? If you have any questions about Business License Requirements in the City of Portsmouth, please contact this office at 757-393-8714.