

IMPORTANT NOTICE  
 COMPLETE, SIGN, AND RETURN TO:  
 SHARON M. MCDONALD  
 COMMISSIONER OF THE REVENUE  
 P.O. BOX 2260 - NORFOLK, VA 23501

2009

**Business License Application**

Norfolk, Virginia  
 Commissioner of the Revenue  
 P.O. Box 2260, Norfolk, VA 23501-2260  
 Phone: (757) 664-7886 Fax: (757) 441-1346 E-mail: bill.parker@norfolk.gov



LICENSE BEGINS 01/01/2009	LICENSE ENDS 12/31/2009	DATE BUSINESS BEGAN IN NORFOLK	LICENSE NUMBER	ACCOUNT #
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**Due date is March 01, 2009**

Business Phone: \_\_\_\_\_

Individual  Partnership  Corporation or LC/LLC  Decal # \_\_\_\_\_

- Enter gross receipts in column next to each classification listed below.
- If \$100,000 or less pay \$50.00 for each classification
- If more than \$100,000 use the rate schedule to compute tax due.

Contractors	16¢ per Hundred
Retail & Restaurants	20¢ per Hundred
Repair, Personal, And Business Services	36¢ per Hundred
Financial, Real Estate, And Professional Services	58¢ per Hundred
Telecommunications Companies	50¢ per Hundred
Wholesale (Calculated on all gross purchases. Does not follow the \$100,000 threshold amount above.)	15¢ per Hundred / plus \$50

License Classification	Gross Receipts/Purchases	Tax/Fee	Penalty	Interest
<b>Totals:</b>				

**\* IF NO LONGER IN BUSINESS SEE REVERSE SIDE:**

**Make Checks Payable To  
 NORFOLK CITY TREASURER**

Tax Prescribed by Law:	
Penalty:	
Interest:	
Previously Paid:	
<b>SubTotal:</b>	
Zoning:	
<b>Total:</b>	

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print or type Name of Person Signing: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Commissioner of the Revenue: \_\_\_\_\_ City Treasurer: \_\_\_\_\_

**Licensee:** The Commissioner of the Revenue of the City of Norfolk, Virginia, finds the foregoing application in due form. Therefore, pursuant to the City Code of the said City of Norfolk, Virginia, licenses are this day severally granted the above named applicant to prosecute the businesses, employment or professions covered by the foregoing application as indicated by the extension of the taxes thereon, and their payment as indicated hereon, at the above named definite house or place of business in said City for the period shown on said application.

This license, however, shall not be valid or have legal effect unless and until the taxes (penalties and interest) prescribed by said City Code as shown on the foregoing application paid to the Treasurer of said City, and the fact such payment is properly shown thereon, and does not permit licensee to prosecute any business, profession, or occupation in violation of any City Code or State Law.

**See Reverse Side for Important Information**

**Filing Date is on or before March 1, 2009**

**Penalty and interest will be applied if not Paid by March 1:** Penalty for late filing is \$10.00 or 10% of the tax whichever is greater. Interest is charged at the rate of 1/2 of 1% per month from the **March 1** date with a maximum of 6% per annum. Request for **extensions** must be made in writing to the Commissioner of the Revenue on or Before **March 1**. If not paid in accordance with extension date granted, **penalty and interest** will be computed from **March 1**.

**City of Norfolk Business Licenses Expire December 31 (Ordinance No. 37,564):**

Renewals forms will be sent to the last mailing address provided to this office. Failure to inform us of an address change will not relieve you from any late fee(s) assessed.

**Business Address Change:** If the business address shown on the front is incorrect, please make a note of the correction on the front of the renewal. For incorrect business addresses the following procedure will be used in accordance with §24-25.3(g) of the Norfolk City Code. Direct zoning approval by the Planning Department is required for all car related establishments, medical offices, restaurants, trucks, trucking, and container businesses, Historical Districts and Pedestrian Commercial Overlay Districts. All other addresses may be approved in the Commissioner of the Revenue office provided zoning criteria are met. Please contact your Business Tax Team (757) 664-7886, if you have any questions about your business's new location.

**Operation without a License:** Any person or entity engaging in a business, trade, profession, occupation, or calling without obtaining the required license shall be deemed in violation of §24-25.3 of the Norfolk City Code. Such violation is a Class 1 Misdemeanor punishable by a fine not to exceed \$2,500 and/or 12 months in jail.

**\*IN THE EVENT THAT YOU ARE NO LONGER IN BUSINESS, PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN:**

LICENSE #: \_\_\_\_\_

OWNER AND T/A NAME: \_\_\_\_\_

DATE OUT OF BUSINESS: \_\_\_\_\_

STATE REASON: \_\_\_\_\_