

City of Norfolk
Application for New Business License
Information Sheet

☐ **Sole Proprietor** ☐ **Corporation** ☐ **LLC** ☐ **Partnership**

Applicant Name & Mailing Address**Trade Name & Business Address**

Email: _____

☐ Social Security # ☐ Federal ID#: _____

Phone Numbers: Business: _____ Emergency/Cell: _____

Description of business activity (work performed, services provided): _____

Describe how you would make your revenue (example: products sold, services rendered, commissions, fees, etc.): _____

Start date in Norfolk: _____ Estimated gross receipts to 12/31: \$ _____

If applicant is a Corporation or LLC, list officers and registered agent:

President/Vice President _____

Secretary/Treasurer _____

Registered Agent & Contact Address _____

If a meal tax bond is required:

Bond Amount: _____ Type of Bond: _____ Bond Owner: _____

Norfolk City Code-License Requirements Sec. 24-25.3(g):

The Commissioner of the Revenue shall not issue a license for conducting any business or practicing any profession or call in the event that:

The location where the conduct of such business is prohibited by the zoning ordinance of the City.

The applicant for such license has not provided permits, certifications and approvals for conducting such business as may be required by the department of public health, the circuit court and/or any other regulatory agency of the City of Norfolk or the Commonwealth of Virginia.

Norfolk City Code-License Requirements Sec. 24-25.10:

The Commissioner of the Revenue shall not issue a business license for any business unless and until he receives a tax receipt and certificate signed by the City Treasurer setting forth that all delinquent business license, personal property, meals, transient occupancy, severance and admissions taxes and machinery and tools taxes assessed by the city against such business have been paid in full.

This information is true and correct to the best of my knowledge.

Name (Print) _____ Title _____

Signature _____ Date _____

Office Use: DBA ____ Zoning ____ Health Cert ____ MB ____ TO/RT ____ AT ____ STR ____ WC ____ DPOR ____ AFF ____

Classifications: _____ NAIC Codes: _____ DOB: _____

 _____ DL #: _____

BUSINESS LICENSE APPLICATION CHECK LIST

Business license applicants may apply in person allowing at least one hour to complete the application process. If paying by check you will need multiple checks to cover the required fees. Applicants may also apply online at <http://www.norfolk.gov/revenue> and will be instructed by return email as to how to complete the process.

- () Treasurer's Office.....City Hall Building, First Floor, 664-7800
 - Delinquency approval certificate. ALL delinquent taxes must be paid in full.
- () Development Services Center.....City Hall Building, First Floor, 664-6588
 - Home Occupancy License obtained here
 - Zoning Approval – bring lease or other written documentation of business location
- () Trade Name Registration....Virginia State Corporation Commission, (804) 371-9733
 - Fee required
- () Fiduciary Tax Office.....City Hall Building, East Wing, Commissioner of Revenue, 664-7886
 - Includes Admission Tax, Cigarette Tax, Lodging Tax, Meal Tax, Short Term Rental Tax
 - Some may require fees
- () Bond Requirements.....City Hall Building, East Wing, Commissioner of Revenue, 664-7886
 - Includes Meal Tax Bond, Precious Metals and/or Second-Hand Dealers Bond
- () Health Department.....830 Southamptton Avenue, Suite 200, 683-2712
 - Barber, beauty and/or nail operations, food services, massage therapist, tattoo artist & parlors
- () City Council.....City Hall Building, 11th Floor, 664-4300
- () Business License.....City Hall Building, East Wing, Commissioner of Revenue, 664-7886
 - Bring identification (Picture ID – all parties)
 - Bring Corporate/LLC Charter (if applicable)
 - Bring Partnership Agreement (if applicable)
 - Bring required Permits/Licenses (if applicable)
 - Bring required receipts, certificates, and forms from the applicable agencies listed above
 - Fee required

Other websites or numbers to call for information when you...

Incorporate	Virginia State Corporation Commission http://www.scc.virginia.gov	(804) 371-9733
Corporate & Personal Income Tax	State Virginia Department of Taxation	(804) 367-8037
Retail Sales & Use Tax	http://www.tax.virginia.gov	
Employee Withholding Tax		
Federal ID Number	Internal Revenue Service http://www.irs.gov	(800) 829-1040
Contractors Licenses (A, B, or C)	Virginia State Board of Contractors http://www.dpor.virginia.gov	(804) 367-8511