

Business License Highlights

Important Due Dates:

- Business License: **March 1st**
- Tangible Property Filing: **March 1st**
- Tangible Property Payment: **June 5th**
- Filing Extensions: **March 1st**

Mailing Address:

Commissioner of the Revenue
PO BOX 2260
NORFOLK, VA 23501

Physical Address

Commissioner of the Revenue
810 Union Street
NORFOLK, VA 23510

- City Hall is currently open for those services that cannot be completed via our online customer portal.
- Business Licenses are available for renewal on the online customer portal.
<https://eservices.norfolk.gov/>.
- ONLY business license renewals can use the customer portal. For a new business visit this page <https://www.norfolk.gov/744/Business-Licensing> for startup information.
- Delinquent taxes must be paid in full prior to renewing a business license, therefore the Norfolk City Treasurer must approve all renewals before a license can be issued.
- All payment plan requests must be submitted to the Norfolk City Treasurer via email at ct-portalquestions@norfolk.gov. The Commissioner of the Revenue cannot make payment plans.
- All filing extensions requests **must** be submitted in writing to the Commissioner of the Revenue or via email to CORBT@norfolk.gov. Maximum extension given will be 90 days from the filing date which is March 1st.
- Business Licenses that are not renewed by the due date are subject to 10% penalty and 10% interest per annum.
- Business License **location address changes must** be submitted to and approved by the Department of Zoning. CP-ZoningReview@norfolk.gov before it can be updated with the Commissioner of the Revenue.
- Business Licenses will be mailed within two weeks of receipt of payment unless the City Treasurer holds one for delinquent taxes.
- Business Licenses are active January 1st – December 31st of the calendar year.
- A Drop Box is available inside of City Hall, 1st floor at the Union Street entrance just inform the guard you want to drop off in the COR drop box.

Questions: Additional questions can be emailed to CORBT@NORFOLK.GOV or by phone (757)664-7886