

## ***Out of Town Contractor***

Out of Town Contractors in the City of Norfolk are defined as one who has a temporary job assignment and does not have definite place of business within the city limits. **Only** contractors making more than \$25,000 in a calendar year are required to obtain a business license.

### **CITY OF NORFOLK REQUIREMENTS:**

- ❖ *Complete the application process at [WWW.NORFOLK.GOV](http://WWW.NORFOLK.GOV)*

### **OR**

- ❖ *Scan the QR code below to complete the applications in steps 1 & 2.*



- *The first application **is not required** for the Department of Zoning*
- *The second application will be submitted to the Treasurer's Office and the Commissioner of the Revenue*

**Treasurer's Office (City Hall, 810 Union St, 1<sup>st</sup> FL) /ph:757-664-7800**

- will verify that all taxes (BL, TP, RE and PP) are paid in full.
- **If** all taxes are paid in full, the treasurer's office will issue the taxpayer and approval via the email address provided.
- The Commissioner of the Revenue will also receive a copy of the approval.

**Commissioner of the Revenue (City Hall, 810 Union St, 1<sup>st</sup> FL) / ph:757-664-7886**

- will forward an email requesting additional documents that are required for the specified business.
- will establish an account **after all approvals and additional requirements** are received.
- will forward an email providing a Welcome Letter and any additional instructions.

***Important Contact Information: (Apply only if applicable)***

- Virginia Department of Taxation: [www.tax.virginia.gov](http://www.tax.virginia.gov)  
(Apply for a Virginia non-profit status with the Department of taxation)
- State Corporation Commission (SCC): [www.scc.virginia.gov](http://www.scc.virginia.gov) / (804) 371-9967  
(Register your non-profit organization's name with the State Corporation Commission)
- Internal Revenue Service (IRS): [www.irs.gov](http://www.irs.gov)  
(Apply for a Federal Employer Identification Number and Obtain Non-Profit status with the IRS)