

Non-Profit Organizations

Non-profit status is a type of taxation status that is granted **only** by the Internal Revenue Service. A non-profit status is not given to an individual, so you must first register as a non-stock corporation or a limited liability Company (LLC) with the Virginia State Corporation Commission (SCC). The fees vary, so contact the SCC first to determine which type of entity you wish to become.

CITY OF NORFOLK REQUIREMENTS:

1. Complete the process outlined above with the IRS and the SCC to establish your non-profit status.
2. Complete the application process by applying at WWW.NORFOLK.GOV

OR

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



➤ *The first application will be submitted to the Department of Zoning*

The Department of Zoning: (Online only) zoningbl@norfolk.gov / 757.664.6588

- will determine if the type of business and location address are approved in the City of Norfolk
- **If** the type of business and location address are approved, the zoning office will issue zoning approval via the email address provided.
- The Commissioner of the Revenue will also receive a copy of the approval.

➤ *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, 1st 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 an approval via the email address provided.
- The Commissioner of the Revenue will be copied in the approval.

Commissioner of the Revenue (City Hall, 810 Union St, 1st 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
(Apply for a Virginia non-profit status with the Department of taxation)
- State Corporation Commission (SCC): 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
(Apply for a Federal Employer Identification Number and Obtain Non-Profit status with the IRS)
- Virginia Department of Agriculture and Consumer Services (VDACS) foodsafety@vdacs.virginia.gov
(Register as a charitable organization with VDACS)

Please note:

If your organization intends to solicit funds in the city of Norfolk, see Sec 40-24 of the Norfolk City Code
There is an annual registration fee of \$10.