



City of Norfolk

Commissioner of the Revenue

PO Box 2260

Norfolk, VA 23501-2260

Phone (757) 664-7886

Fax: (757) 441-1346

Email: CORBT@NORFOLK.GOV

Website: www.norfolk.gov/revenue

2024

Business License Renewal Application

IMPORTANT NOTICE

COMPLETE, SIGN AND RETURN TO:

Blythe A. Scott

COMMISSIONER OF THE REVENUE

PO BOX 2260, NORFOLK, VA 23501-2260

BL Mailed: No ___ Yes Date _____

DATE DUE IS MARCH 1, 2024

LICENSE BEGINS	LICENSE ENDS	DATE BUSINESS BEGAN IN NORFOLK	LICENSE NUMBER	ACCOUNT #

Individual ☐

Partnership ☐

Corporation or LC/LLC ☐

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

License Classification	Gross Receipts/Purchases	Tax/Fee	Penalty	Interest

DPOR#:

Contractor _____

Architect _____

Engineer _____

W/C ACKNOWLEDGEMENT: Yes ___ No ___

Total Tax Prescribed by Law:

Total Penalty:

Total Interest:

Sub Total:

Total Previously Paid:

Zoning:

Total Due:

* IF NO LONGER IN BUSINESS SEE REVERSE SIDE

MAKE CHECKS PAYABLE TO: NORFOLK CITY TREASURER

Signature of Applicant: _____

Date: _____

Print or type Name of Person Signing: _____

Phone number: _____

Email: _____

Licenses: 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 are 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, 2024

Penalty and interest will be applied if not Paid by March 1 Penalty is \$10.00 or 10% of the tax, whichever is greater. The interest is .5% per month from the March 1 date with a maximum of 6% per annum. Requests for extensions must be made in writing to the Commissioner of the Revenue on or before **March 1. An extension request will be granted 60 days, if no other date is listed on the request.** Extensions will not exceed 90 days. 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):

Renewal 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.

Certificate of Approval

In accordance to **Ord. No. 44,381, § 1, 9-13-11**, All businesses **must** obtain a signed certificate of approval from the Norfolk City Treasurer before a business license will be issued by the Commissioner of the Revenue.

Architects, Contractors and Engineers: Any architect, contractor or professional engineer applying for or renewing a business license in any locality in accordance with Chapter 37 (§58.1-3700 et seq.) of Title 58.1 shall furnish prior to the issuance or renewal of such license either (i) satisfactory proof that he is duly licensed under the terms of Chapter §54.1 or (ii) a written statement, supported by an affidavit, that he is not subject to licensure as an architect, contractor or professional engineer pursuant to this chapter. No locality shall issue or renew or allow the issuance or renewal of such license unless the architect, contractor or professional engineer has furnished his license number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter. In addition, contractors are required to complete a Certification of Workers' Compensation Insurance (Form #61-A).

Homestay / Vacation Rentals: Any entity who wishes to participate in the act of renting out a furnished space for a short-term stay must be ***deemed eligible to participate*** by the Department of Planning. All participants **must** receive yearly approval certificates from the Norfolk City Treasurer prior to the renewal of a business license. **Ord. No. 44,381, § 1, 9-13-11**

Business Address Change: If the business ***location address*** shown on the front is incorrect, please contact Development Services @ (757) 664-6588 for zoning approval. All zoning approvals will be used in accordance with §24-25.3(g) of the Norfolk City Code. Direct zoning approval is required for **all** business establishments. Any changes in the business ***mailing address*** may be corrected on the front of this form and approved in the Commissioner of the Revenue office. Please contact your Business Tax Team (757) 664-7886, if you have any questions.

Operating 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 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:**

Account # / License #: _____

Owner / Trade as Name: _____

Out of Business Date: _____

Reason for Closure: _____

Signature: _____ Date Signed: _____