



801 Crawford Street, Portsmouth, Virginia 23704

# Business License Zoning Clearance Application

[www.portsmouthva.gov/181/Planning-Department](http://www.portsmouthva.gov/181/Planning-Department)

**Notes:**

1. The Business License Zoning Clearance Application is required to approve the use of a business prior to the issuance of a Business License. (Note that obtaining the actual business license is a separate process conducted through the Commissioner of the Revenue.)
2. Current and valid identification or proof of residency must be provided with application.
3. Omitting information pertaining to the project from the use description or other required submissions for this application will cause the application to be deemed incomplete.
4. No action will take place if staff determines that the application is incomplete.
5. No application, permit or approval shall be considered on property where there is a known outstanding violation of this Ordinance, unless the application, permit, and/or approval would remedy the violation.
6. Business License Zoning Permits may be revoked at such point in time if omitted or incorrect information has been brought to light.
7. **The Business License Zoning Permit Application Fee is \$15.00 or fee as established in City Code Appendix A Portsmouth Fee Schedule. (Do not submit payment with this application. Payment will be submitted to the Commissioner of the Revenue when applying for the actual business license.)**

**1. Applicant Information**

|                   |  |        |                |      |  |
|-------------------|--|--------|----------------|------|--|
| Submission Date:  |  |        |                |      |  |
| Business Address: |  |        |                |      |  |
| Zoning District:  |  |        |                |      |  |
| Business Name     |  |        |                |      |  |
| Type of Business: |  |        |                |      |  |
| Applicant Name:   |  |        |                |      |  |
| Mailing Address:  |  |        |                |      |  |
| City:             |  | State: |                | Zip: |  |
| Phone Number:     |  |        | Email Address: |      |  |

**2. Proposed Business Use(s)**

Describe proposed business use(s) in detail. Explain how the business operates and how the site will be used.  
Explain all uses on the property in detail including existing uses.  
If more space is needed, please attach additional sheets.

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| 3. Property Owner Consent   |  |                    |    |
|---|--|--------------------|----|
| By signing this application below, I, as the owner of the property under review, give my endorsement of this application.   |  |                    |    |
| In lieu of having property owner sign, I as the applicant, have provided the front page and signature page of a legally executed lease.                                 |  |                    |    |
| <b>Property Owner or Authorized Signature</b>   |  | <b>Date Signed</b> |    |
| 4. Applicant Signature  |  |                    |    |
| By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.                              |  |                    |    |
| <b>Applicant Signature</b>  |  | <b>Date Signed</b> |    |
| 5. Commercial Uses Only   |  |                    |    |
| Number of striped parking spaces currently at the location  |  |                    |    |
| What is the square footage of your proposed business?   |  |                    |    |
| Are there other existing businesses that exist at the same address?   |  | Yes                | No |
| If there are other existing businesses that exist at the same address, provide details of those businesses or uses including the square footage occupied by those uses. |  |                    |    |
|   |  |                    |    |

| Submittal Requirement Checklist  |  |
|--|--|
| <i>Submit digital copies of all required documents. Hard copies of some documents may be required.</i> |  |
| A. GENERAL INFORMATION FOR ALL APPLICANTS  |  |
|  | Business License Zoning Clearance Application  |
|  | Any additional information determined to be necessary by Zoning or Planning Department staff   |
|  | Photo Identification   |
|  | SCC Registration Information   |
| Note: Some businesses may be required to provide landscaping and buffering depending on the use.       |  |
| B. FOR BUSINESSES LOCATED IN COMMERCIAL STRUCTURES   |  |
|  | Copy of lease agreement or letter from property owner stating permission to occupy building for proposed use   |
|  | Floor plan of building or structure (including details of office space, bathrooms, entrances, exits, etc.)   |
|  | Proposed square footage of use   |
| C. PARKING PLAN  |  |
|  | Uses with four (4) or more parking spaces must submit a parking plan. Submit a scaled drawing of parking layout on separate sheet. All parking spaces required for a permitted use must be striped on the property and meet all relevant standards prior to the issuance of the zoning clearance. For details, see City Code Section 40.2-301. |

| OFFICE USE ONLY                           |                  | Case Number (Tidemark):  |  |
|---|------------------|--------------------------|--|
|   |                  | Accepted Date:           |  |
| <b>Use Category:</b>                      |                  |                          |  |
| <b>Use Specific Standards that Apply:</b> |                  |                          |  |
| <b>Parking Required for Use:</b>          |                  | <b>Parking Provided:</b> |  |
| APPROVALS                                 |                  |                          |  |
|   | <b>Signature</b> | <b>Approval Date</b>     | <b>Comments or Additional Case Numbers</b> |
| <b>Zoning:</b>                            |                  |                          |  |