Business License Application Checklist

Please bring the following to the office of the Commissioner of the Revenue located at Portsmouth City Hall, 801 Crawford St, and 1st floor Portsmouth, VA 23704 to apply for a Portsmouth business license:

- Picture ID
- Registered trade name
- Partnership agreement
- Zoning clearance
- State Corporation Commission Certificate
- Federal Identification number document
- Meals Tax Bond
- Health Department Permit
- Certificate of Occupancy
- Virginia State Contractors License
- Proof of workman’s compensation insurance
- Estimate of gross receipts through December 31

Other locations you may have to visit, depending on the nature of your business:

- Health Department 1701 High St. Ports, VA 23704 757-393-8585
- Planning and Zoning 801 Crawford St., 4th floor Ports, VA 23704 757-393-8836
- Police Department 711 Crawford St., Ports, VA 23704 757-393-8748

Other numbers to call for information:

- Incorporating Virginia State Corporation Commission 866-722-2551
- Federal ID Number Internal Revenue Service 800-829-1040
- Retail Sales & Use Tax Virginia Dept. of Taxation 804-367-8037
- Contractor’s License VA State Board of Contractors 804-367-8511
- Tradesman License Dept. Professional & Occupational Regulation 804-367-8500
- ABC License Alcohol & Beverage Control 757-424-6700

Questions? If you have any questions about obtaining a business license in the City of Portsmouth, please contact the business unit at 757-393-8771 or scottc@portsmouthva.gov