



**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., 4 <sup>th</sup> 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](mailto:scottc@portsmouthva.gov)