



## IMPORTANT NOTICE

*We are honored that you have chosen Portsmouth as home base for your business. A business license is a privilege and an honor. Here is some important information concerning your business license.*

1. **This license only gives you the right to operate business at the location for which you have been zoned, and it only gives you the right to perform the business activities for which you have been cleared by the zoning office.** The City's Zoning Ordinance allows businesses of various kinds to be located in some areas but **NOT** in others. If you wish to change the location of your business, change your business activity, or open a new establishment within the city, you **MUST** apply for a new zoning clearance. If you have questions as to what the zoning ordinance and building codes allow, please visit the Department of Inspection's Zoning Office on the fourth floor of the City Hall Building or call **757-393-8836**.
2. This business license is **NOT** permanent. **The license expires on December 31st and must be renewed annually by March 1st.** If you fail to renew the license by March 1<sup>st</sup> of each year, you will be in violation of the law, which subjects you to penalties and fines.
3. **Every business in the City of Portsmouth is required to file a list of tangible personal property** owned January 1st of each year, along with the business license renewal by March 1<sup>st</sup>. If your business does not have tangible property, you must provide an explanation of how business is conducted without it. **Failure to file may result in a statutory assessment.**
4. It is the business owner's responsibility to keep accurate records of their gross receipts (or gross purchases if a wholesaler) and an up-to-date listing of the tangible personal property. A business with multiple locations must provide records of actual business conducted in each office and actual tangible personal property located in each office. These records will be reviewed periodically by the Commissioner of the Revenue.
5. If you move, sell, or change ownership of your business, you must notify this office in person or in writing when the change occurs. If you decide to change your business entity type (e.g. sole proprietor to LLC; LLC to corporation, etc.), you must notify us as well.
6. If you close your business, you **MUST** complete an **Out of Business Form** or complete the Out of Business portion of the Business License Renewal Form. **The license will not automatically expire; it will become delinquent** if we are not notified that you are no longer conducting business. Any business that is operating as of January 1<sup>st</sup> of a given year must renew their license for that year.
7. The Commissioner of the Revenue's office **must** be notified in person or in writing of any changes in your business activities, as this may require a change in the business license classification and zoning clearance.
8. Restaurants or establishments with ABC licenses are responsible for filing a copy with the Commissioner of the Revenue once the license is acquired from the ABC Board in order to stay in compliance. \_\_\_\_\_ Initial
9. Businesses that are involved in retail sales are required to register for sales and use tax with the Virginia Department of Taxation. Please visit [www.tax.virginia.gov](http://www.tax.virginia.gov) or call (804) 367-8037 for more information. \_\_\_\_\_ Initial
10. Remember, it is your responsibility to understand which local, state, and federal laws and regulations apply to your business.

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Applicant Signature

Title

Date

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Witness (Deputy Signature Only)