



**Business License Application Checklist**

Please bring the following to the office of the Commissioner of the Revenue located at Portsmouth City Hall, 801 Crawford Street, 1<sup>st</sup> floor, Portsmouth, Virginia 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 Street, Portsmouth, VA 23704                           | 757-393-8585 |
| • Planning and Zoning     | 801 Crawford Street, 4 <sup>th</sup> floor, Portsmouth, VA 23704 | 757-393-8836 |
| • Police Department       | 700 Port Centre Parkway, Portsmouth, VA 23704                    | 757-393-8748 |
| • Permits and Inspections | 801 Crawford Street, 4 <sup>th</sup> floor, Portsmouth, VA 23704 | 757-393-8531 |

**Numbers to call for information:**

- |                            |  |              |
|----------------------------|--|--------------|
| • Incorporating/Trade Name | Virginia State Corporation Commission                | 866-722-2551 |
| • Federal ID Number        | Internal Revenue Service                             | 800-829-1040 |
| • Retail Sales & Use Tax   | Virginia Department of Taxation                      | 804-367-8037 |
| • Contractor’s License     | Virginia State Board of Contractors                  | 804-367-8511 |
| • Tradesman License        | Department of Professional & Occupational Regulation | 804-367-8500 |
| • ABC License              | Alcohol & Beverage Control                           | 757-424-6700 |
| • Workers’ Compensation    | Virginia Workers’ Compensation Commission            | 877-664-2566 |

**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 [revenue@portsmouthva.gov](mailto:revenue@portsmouthva.gov).