



CITY OF SUFFOLK, VIRGINIA

P.O. Box 1459
Suffolk, VA 23439-1459



Business License Application Checklist

Thomas A. Hazelwood
Commissioner of the Revenue

Phone: (757) 514-4260
Fax: (757) 514-4270
ComRev@suffolkva.us

To apply for your license, please perform these steps in the order in which they are presented.

1. Visit the **Planning & Community Development Department** in the Municipal Building located at 441 Market St. Room 160 (ph. 757-514-4150) to apply for a Home Occupation or Commercial Building clearance. They will review your proposed business for compliance with zoning and building code regulations. We cannot issue a business license without written approval from their office. **Planning & Community Development's** hours are Monday – Friday, 8:30am – 5:00pm.

2. Visit the **Office of the Clerk of the Circuit Court** in the Godwin Court House located at 150 N. Main St. (ph. 757-514-7800) in person if you will be operating a business under an **assumed or fictitious trade name**. Trade names that include the sole proprietor's last name do not need to be recorded. Trade names using only an individual's initials or any other fictitious name which differs from the actual sole proprietor, partnership, LLC, or corporate name must be recorded with the Clerk's Office. A **fee of \$10.00** must accompany the form at the time of recordation. Office hours are Monday – Friday, 8:30am – 4:30pm.

3. Visit the **Commissioner of the Revenue's Office** in the Municipal Building located at 441 Market St. Room 117 (ph. 757-514-4260) or our branch office located in the North Suffolk Library at 2000 Bennett's Creek Park Rd (ph. 757-514-7181) to obtain a business license. The license is subject to a **fee or tax**, which will be calculated upon receipt of an application. The following documents are required when applying for your business license:

- Identification (Picture Id-all parties)
- Approved Zoning Application
- Fictitious Trade Name Registration from the Clerk's Office (if applied)
- Certificate for Corp or Partnership (from the SCC)
- For contractors, the completed Contractor's Certification of Insuring Liability for Workers' Compensation in Virginia form. (This form is available in our office.)
- For contractors, a copy of their State Contractor's license

NOTE: LICENSES MUST BE OBTAINED PRIOR TO BEGINNING BUSINESS. A LATE PAYMENT PENALTY OF 10% WILL BE IMPOSED IF THE LICENSE IS NOT OBTAINED WITHIN ONE MONTH OF THE START OF BUSINESS.

TELEPHONE NUMBERS to call or WEBSITES to visit FOR INFORMATION ABOUT:

Business Information	Business One Stop	866-248-8814	www.bos.virginia.gov
Incorporating	VA State Corp Commission	804-371-9733	www.scc.virginia.gov
Retail Sales & Use Tax	VA Dept of Taxation	804-367-8037	www.tax.virginia.gov
Obtaining a Federal ID Number	Internal Revenue Service	800-829-4933	www.irs.gov
ABC License	VA Alcoholic & Beverage Control	804-213-4556 (local 825-7830)	www.abc.state.va.us
Contractor's License (A,B, or C)	VA State Board of Contractors	804-367-8511	www.dpor.virginia.gov
Obtaining State License	VA Dept of Occupational & Professional Regulation	804-367-8500	www.dpor.virginia.gov

If you have any questions, please contact the Business License Section at 757-514-4252 or 757-514-4255.