



# CITY OF SUFFOLK



## APPLICATION FOR BUSINESS LICENSE

Type of Ownership:  Individual  Partnership  Corporation  Limited Liability Company

Date business began in Suffolk: \_\_\_\_\_ Estimated Gross Receipts: \$ \_\_\_\_\_

SSN (sole proprietors) \_\_\_\_\_ FEIN \_\_\_\_\_

Name (sole-proprietor or corporation name): \_\_\_\_\_

Business Name (fictitious, trading as, dba): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Phone (alternate): ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Contact Names: \_\_\_\_\_

Description of Business Activities: \_\_\_\_\_

**Beginning July 1, 2010**, all contractors are required to furnish their **Virginia** contractors license/certificate number **or** complete the Virginia contractor's exemption form and submit with the business license application. Please complete the following:

Class A  no. \_\_\_\_\_ Class B  no. \_\_\_\_\_ Class C  no. \_\_\_\_\_

Virginia license or certificate not required: State Reason: \_\_\_\_\_

Are food items sold subject to prepared food and beverage tax?  YES  NO

If yes, a special tax application must be submitted along with this form.

*Most food items prepared or sold by a restaurant, cafeteria, fast food chain, delicatessen, convenience store, caterer, food peddlers or vendors are subject to the food and beverage tax.*

**Complete this section only if business is Incorporated or LLC**

Date of Incorporation \_\_\_\_\_ Primary Officer's Name/Title: \_\_\_\_\_

Primary Officer's Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Other Officers/Members: \_\_\_\_\_

(Include name & title) \_\_\_\_\_

*I affirm that I am a legal resident of the United States. I verify the information provided on this application is true and correct to the best of my knowledge and behalf.*

Signature \_\_\_\_\_ Title: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

If assistance is needed in completing this form, please call Judy Wilson (757) 514-4255 or Brandon Darden (757) 514-4252 or (757) 514-4260 in the Commissioner of the Revenue's Office.



## CITY OF SUFFOLK, VIRGINIA

Susan L. Draper  
Commissioner of the Revenue  
P O Box 1459  
Suffolk, VA 23439

### BUSINESS LICENSE INFORMATION:

- 1.) This license gives you the right to set up your business **only** at the location(s) approved by Neighborhood Development Service Department.
- 2.) This business license is **NOT** permanent. It expires on December 31<sup>st</sup> and must be renewed by **March 1st** of each year. If you do not renew it by March 1<sup>st</sup> of each year, you will be in violation of the law, which subjects you to stiff penalties and fines.
- 3.) This office must be notified in person or in writing of any changes in business activities, as this may require a change in the business license classification.
- 4.) If you move, close or sell your business or change the ownership in any way, you must notify this office in person or in writing when the change occurs.
- 5.) Every business in the City of Suffolk is required to file a list of items of tangible personal property owned on January 1<sup>st</sup> of each year. The deadline for filing this return with the Commissioner of the Revenue's Office is **May 1<sup>st</sup>**. Failure to file this form will result in a statutory assessment.
- 6.) It is the responsibility of each taxpayer to keep accurate records of gross receipts and/or gross purchases. A multi office business must provide records of actual business conducted by each office and actual fixed assets located in each office. These records must be available for review upon request by the Commissioner of the Revenue's Office.
- 7.) It is your responsibility to learn the local, state and federal laws and regulations that apply to your business.

Signature of Licensee: \_\_\_\_\_

Date: \_\_\_\_\_