



CITY OF SUFFOLK, VIRGINIA

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



Business License Application Checklist

Susan L. Draper
Commissioner of the Revenue

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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 442 W. Washington St. (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. If you will be operating a business under an **assumed or fictitious trade name** it must be registered with the State Commission Corporation: www.scc.virginia.gov (Click on 'Create New Business' then click on 'Forms and Fees'). Trade names which differ from the actual sole proprietor, partnership, LLC, or corporate name must be recorded. A **fee of \$10.00** must accompany the form at the time of recordation.

3. Visit the **Commissioner of the Revenue's Office** in the Municipal Building located at 442 W. Washington St (ph. 757-514-4260) or our branch office located in the North Suffolk Library at 2000 Bennett's Creek Park Rd (ph. 757-514-7182) 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 State Corporation Commission (if applied)
- Certificate for Corp or Partnership (from the SCC)

In addition, **Contractors** must provide the following documents.

- Virginia State Contractor's License
- Letter of acknowledgement issued by the VWC Insurance Department that your Contractor's Certificate of Workers' Compensation Insurance (Form61A) has been filed. Go to: www.workcomp.virginia.gov

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
Obtaining State License	VA Dept of Occupational & Professional Regulation	804-367-8500	www.dpor.virginia.gov
Contractor's License (A,B, or C)	VA State Board of Contractors	804-367-8511	www.dpor.virginia.gov
Contractor's Certificate of Workers' Compensation	VA Workers' Compensation Insurance Department	804-205-3586	www.workcomp.virginia.gov

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