



# 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.** 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) if you will be operating a business under an **assumed or fictitious trade name**. Trade names which differ 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 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. 757-514-7181) 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)

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](http://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:**

<b>Business Information</b>	<b>Business One Stop</b>	<b>866-248-8814</b>	<a href="http://www.bos.virginia.gov">www.bos.virginia.gov</a>
<b>Incorporating</b>	<b>VA State Corp Commission</b>	<b>804-371-9733</b>	<a href="http://www.scc.virginia.gov">www.scc.virginia.gov</a>
<b>Retail Sales &amp; Use Tax</b>	<b>VA Dept of Taxation</b>	<b>804-367-8037</b>	<a href="http://www.tax.virginia.gov">www.tax.virginia.gov</a>
<b>Obtaining a Federal ID Number</b>	<b>Internal Revenue Service</b>	<b>800-829-4933</b>	<a href="http://www.irs.gov">www.irs.gov</a>
<b>ABC License</b>	<b>VA Alcoholic &amp; Beverage Control</b>	<b>804-213-4556 ( local 825-7830)</b>	<a href="http://www.abc.state.va.us">www.abc.state.va.us</a>
<b>Obtaining State License</b>	<b>VA Dept of Occupational &amp; Professional Regulation</b>	<b>804-367-8500</b>	<a href="http://www.dpor.virginia.gov">www.dpor.virginia.gov</a>
<b>Contractor's License (A,B, or C)</b>	<b>VA State Board of Contractors</b>	<b>804-367-8511</b>	<a href="http://www.dpor.virginia.gov">www.dpor.virginia.gov</a>
<b>Contractor's Certificate of Workers' Compensation</b>	<b>VA Workers' Compensation Insurance Department</b>	<b>804-205-3586</b>	<a href="http://www.workcomp.virginia.gov">www.workcomp.virginia.gov</a>

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