

# Contractors

1. **Contact the Norfolk City Treasurer for verification that All taxes have been paid.**
  - Obtain the Business License Approval Certificate.

The image shows a 'Business License Approval Certificate' form from the City of Norfolk. The form is titled 'THE CITY OF NORFOLK Business License Approval Certificate'. It contains several fields for information entry, including 'Business/Taxpayer Name', 'Account#', 'Business Tax ID: EIN or Last 4 of SSN', and 'Last 4 of DL#'. There are also checkboxes for 'New or Existing' and 'COR Review & Initials:'. The form includes a list of tax delinquency checks: 'EIN: Check for all delinquent taxes due under EIN#', 'SSN: Check for all delinquent taxes due under SSN', 'NAME: Check for all delinquent taxes due under NAME', 'ADDRESS: Check for all delinquent taxes due under ADDRESS', and 'HOMESTAY/ARB BNB: Check for all delinquent real estate taxes due:'. At the bottom, there are fields for 'Date:', 'Initials:', and 'Treasurer Approval:'.

2. **Contact the Zoning Department for Business Address Approval**

- Call the City Planning Department at (757) 664-6588.
- The Zoning Department (Development Services) is located at City Hall, 810 Union Street, 1<sup>st</sup> Floor.

[www.norfolk.gov/Planning](http://www.norfolk.gov/Planning)

3. **State Contractor License or Affidavit/Workers Comp Acceptance**

- Call the State Board of Contractors at (804) 367-8511 for more information on Contractor's Licenses.
- Provide proof that your business is certified as either a Class A, Class B or Class C Contractor by the Department of Professional and Occupational Regulation (DPOR) or complete the Contractor's Affidavit. [Contractor's Affidavit](#)
- Submit a **Contractor's Certificate of Workers' Compensation Insurance Acknowledgement** letter. [Form 61A](#) or [Online Form 61A](#)

State Board of Contractors - [www.dpor.virginia.gov/Boards/Contractors/](http://www.dpor.virginia.gov/Boards/Contractors/)  
Virginia Workers' Compensation Commission - [www.vwc.state.va.us](http://www.vwc.state.va.us)

4. **Contact the State Corporation Commission to Register a Trade Name, Fictitious Name, DBA, etc. (if applicable)**

- For further information, contact the State Corporation Commission at (804) 371-9733.
- There is a fee to register this name.

[www.scc.virginia.gov](http://www.scc.virginia.gov)

5. **Contact the Commissioner of the Revenue to apply for the business license**

### Cost of The Business License

- \$50.00, minimum fee for gross receipts estimates less than \$100,000.00.
- Estimates greater than \$100,000.00, a tax rate will be applied to your estimate.
  - Contractors (local and out of town) – 16 cents per one hundred dollars

## **6. Business Tangible Property Tax**

- All property (such as machinery, tools, equipment, computers, or office furniture and fixtures, etc.) used in the operation of your business that is located in Norfolk as of January 1 of each year, is taxed by the City of Norfolk as business tangible property.
- The City of Norfolk will assess the property at 40% of the original cost and the assessment will be taxed at the rate of 4.33%. The payment for the tax is due by June 5<sup>th</sup> of each year.

### **What you need to bring with you if you apply in person...**

**Please allow at least one hour to complete the application process, in person.**

To help your application process go faster, be sure to bring these important documents with you:

- Identification (Picture ID)
- Federal Tax ID number from the IRS (visit [www.irs.gov](http://www.irs.gov) to obtain online)
- Lease of business location or other written documentation
- If your business is a corporation, LLC, LLP, etc., please bring a copy of your certificate issued by the Virginia State Corporation Commission. For more information, go to the SCC website at [www.scc.virginia.gov](http://www.scc.virginia.gov).
- Letter of Authorization from Health Department
- Estimate of gross receipts through December 31st

### **Methods of payment accepted by the Norfolk City Treasurer**

- Cash
- Check (advisable to bring separate checks for each step mentioned above)
- Credit Card (most major card companies accepted)
- Debit Card (card must display either a MasterCard or Visa logo)