Business License Process for the City of Chesapeake
The following step-by-step business licensing process was created and developed as a guide to assist City of Chesapeake business-license applicants in successfully completing the necessary steps in the business licensing process. This step-by-step guide is for your benefit and there is no need to return this form when you apply for a business license.

These steps will be applicable to the majority of businesses seeking a business license for the privilege to operate or conduct business within the City of Chesapeake. You are urged to read through every step before starting your license process. As questions arise, please contact the Commissioner of the Revenue’s Business Tax Section, 306 Cedar Road (City Hall); 757-382-6738 to assist you.

Please note that some professions and careers such as attorney, medical doctor, cosmetologist/barber, psychologist, mortician, etc. require additional State of Virginia Licensing or certification requirements. You may also wish to see the Virginia Dept. of Business Assistance and the Virginia Regulatory Townhall.

Please check with the specific department of the State of Virginia in which your area of expertise may be handled. A list of those departments may be found in the “blue pages” of the telephone directory. Also, the state chapter of your Professional Association may be able to assist you regarding these additional requirements.

Some other professionals or business operations need to meet other specialized requirements such as fingerprinting, fire inspection, etc., as part of their business operations. As you have questions, please contact the City of Chesapeake’s Business Tax Section at 757-382-6738.

We wish you much success and thank you for opening and operating a business in Chesapeake!

1. Will your business be located within the city limits of Chesapeake? or Will you conduct business within the city limits?
   ___ Yes, go to #2.
   ___ No, then you do not need a City of Chesapeake Business License.

2. Do you need to know if your proposed business location is zoned to conduct your type of business? or Do you need to know if the property or space you are about to rent will pass building and fire code requirements?
   ___ Yes, contact Chesapeake Department of Development & Permits - Zoning, 306 Cedar Road (City Hall), 757-382-8454.
   ___ No, continue to #3.

3. Are you looking for available property or building to conduct your business?
   ___ Yes, contact Economic Development, 676 independence Pkwy., Suite 200; 757-382-8040 for information on available property.
   ___ No, continue to #4.

4. Will you be using a sign to advertise your business? or Will any building construction or tenant improvements be required for your business? or Will there be a change in property use from the previous business occupant?
   ___ Yes, to any of the above three questions, contact Chesapeake Department of Development & Permits, 306 Cedar Road; 757-382-8454 for sign code compliance, or plan review, permit and certificate of occupancy issuance. After contact, continue to #5.
5. Will your business operate out of your home?
___ Yes, contact Chesapeake Department of Development & Permits, 306 Cedar Road, 757-382-8454 for information on compliance issues specifically geared to home-based businesses. After contact, continue to #6.
___ No, continue to #6.

6. Will your business sell or serve beer, wine and/or liquor?
___ Yes, contact Virginia Department of Alcoholic Beverage Control; local office - 1103 S. Military Highway; 757-424-6700 for state licensing. Once state licensing is received, contact the Commissioner of the Revenue’s Business Tax Section, [306 Cedar Road (City Hall); 757-382-6738] for local business licensing. After contact, continue to #7.
___ No, continue to #7.

7. Will your business involve food preparation, tattoo or massage facility, hotel or public pool?
___ Yes, contact Chesapeake Health Department, 748 Battlefield Blvd. N.; 757-382-8672 for approval. After contact, continue to #8.
___ No, continue to #8.

8. Will your business involve manufacturing?
___ Yes, contact the Commissioner of the Revenue’s Business Tax Section, 306 Cedar Road (City Hall); 757-382-6738. After contact, continue to #9.
___ No, continue to #9.

9. Will you have three or more employees other than yourself?
___ Yes, contact the Virginia Workers’ Compensation Commission, 100 DMV Drive, Richmond, VA 23220; 877-664-2566 to inquire about workers’ compensation insurance requirements. You may obtain workers’ compensation insurance from your own insurance company. After contact, continue to #10.
___ No, continue to #10.

10. Are you a general or sub-contractor?
___ Yes, contact the State Board for Contractors, 3600 West Broad Street, Richmond, VA 23230; 804-367-8511 for registration. After contact, continue to #11.
___ No, continue to #11.
11. Will your business be a Corporation or a Limited Liability Company? or Is your business incorporated or registered in another state?
___ Yes, contact the State Corporation Commission, P.O. Box 1197, Richmond, VA 23218; 866-722-2551. After contact, continue to #12.
___ No, continue to #12.

12. Do you need Federal Internal Revenue Service forms, a Federal ID Number or other tax information?
___ Yes, inquire with the U.S. Internal Revenue Service; 800-829-4933 for forms and instructions. Continue to #13.
___ No, continue to #13.

13. Are you applying for a City of Chesapeake Business License that will require you to collect or pass on the tax on retail sales? or Will you require Virginia Sales Tax information on either sales or use tax?
___ Yes, contact Virginia Department of Taxation - 3600 West Broad Street, Richmond, VA 23230; 804-367-8031. After contact, continue to #14.
___ No, continue to #14.

14. Will you use a fictitious trade name or “doing business as” name?
___ Yes, contact the Clerk of the Circuit Court, 307 Albemarle Drive, Suite 300A; 757-382-3031 to record the name (Business Trade Name Forms). After contact, continue to #15.
___ No, continue to #15.

15. Will you be using personal property or machinery and tools for business purposes?
___ Yes, contact the Business Tax Section of the Chesapeake Commissioner of the Revenue Office, 306 Cedar Road; 757-382-6739 for information concerning the taxation of business personal property. After contact, continue to #16.
___ No, continue to #16.

16. Where do I obtain my Business License?

The appropriate Business License can be issued through the Business Tax Section of:

Chesapeake Commissioner of the Revenue Office
306 Cedar Road (City Hall)
757-382-6738

or through one of the three satellite locations:
As you have seen from the above information, the types of licenses vary depending upon your business activity. Contact the Business Tax Section of the Commissioner of the Revenue Office 757-382-6738 for additional information and assistance at any time during the above steps. Remember that it is your responsibility to learn what local, state and federal laws and regulations apply to your business.

Congratulations and thanks again for opening and operating your business in the City of Chesapeake, Virginia!