

CITY OF CHESAPEAKE  
BUSINESS LICENSE APPLICATION/REGISTRATION

APPLICANT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ DATE: \_\_\_\_\_

All persons (including corporations, partnerships, and individuals) who hold themselves out to the public and conducts an activity to provide goods or services at or from a commercial or residential location in the city of Chesapeake are required to first obtain a business license. This is a requirement regardless of whether or not the activity was only attempted or conducted on a part-time or full-time basis.

The broad spectrum of activities conducted by businesses today require us to obtain a detailed description of the business you are registering. Please answer the following questions to assist us in completing your application.

1. List a detailed description of all types of goods or services provided by the business.  
Example: sales of automotive products in bulk and over the counter by single items and repair services.
  
2. Indicate the Chesapeake trade location for the business activity. Will any business be conducted from the customer's location? If so, which business activity? Example: **both** sales and repairs **at** the Chesapeake location and/or repairs **from** the location at the customer's location.
  
3. List the general classification of your customers. Examples: private individuals; other business; Federal, State, Local government and departments thereof.
  
4. Are any of the goods which are sold to other businesses or Federal/State/local government customers shipped directly from a different location? Examples: drop shipped from manufacture to customer or shipped from company warehouse in another locality.
  
5. Does the business have additional locations? If so, where? (name the Virginia locality or City and State of each location) Which office is corporate or primary location?
  
6. Other information that would be helpful in classifying this business.

\_\_\_\_\_  
Printed Name of Authorized Agent                      Signature of Authorized Agent                      Title

Email completed application/registration to [BusTax@cityofchesapeake.net](mailto:BusTax@cityofchesapeake.net) and note REGISTRATION in subject line. Contact our Business Tax section at 757-382-6739 with any questions.