

Before submitting your business license application, please read the below information, and take the following steps:

- Register your business name (ie., Trade name/DBA/Fictitious Name, LLC or Corporation) with the Virginia State Corporation Commission before submitting your business license application
 - www.scc.virginia.gov
 - 800-552-7945 when calling from an in-state (VA) number
 - 866-722-2551 when calling from an out-state (non-VA) number

- Apply for the Federal Tax ID number (for LLC or Corp only)
 - www.irs.gov
 - 800-829-4933

- Ensure the VA DMV has your correct address on file (for Virginia residents & Home-based businesses)
 - www.dmvnow.com
 - 804-497-7100

- Ensure all necessary forms are fully completed, signed, and dated

- Remit a copy of the signing person's driver's license with the application

- Supplemental forms may be required once your application is received, if this is determined to be the case, a Business Tax Specialist within the Commissioner of the Revenue's Office will contact you using the information provided on the application

- Additional prerequisites or requirements may need to be met before a Business License can be issued, if this is determined to be the case, a Business Tax Specialist within the Commissioner of the Revenue's Office will contact you using the information provided on the application

For Contractors:

- All applications must include:
 - Proof of Worker's Compensation
 - Register directly with the Virginia Worker's Compensation Commission
 - <https://webfile.workcomp.virginia.gov/public-webforms/forms61a>
 - or-
 - Remit the provided Certificate of Worker's Compensation
 - Proof of VA Contractor's License
 - Provide a copy of your VA Contractor's License
 - <https://www.dpor.virginia.gov>
 - or-
 - Remit the provided Proof of State Licensure or Exemption form

For Businesses Selling Prepared Food:

- Please also complete the Special Tax Application provided
- Contact the Health Dept. at 757-382-8600 to make sure all requirements are met

For questions, please contact the Business Tax Office of the Commissioner of the Revenue at: bustax@cityofchesapeake.net or by calling 757-382-6738 or 757-382-6739

The Chesapeake Commissioner of Revenue has 4 Full-Service Locations to serve you:

City Hall** 306 Cedar Rd Chesapeake VA 23322 (757) 382-6739

Western Branch 2808 Taylor Rd Chesapeake VA 23321 (757) 488-5348

South Norfolk 1205 20th St Chesapeake VA 23324 (757) 545-8154

Deep Creek 824 Old George Washington Hwy N. Chesapeake VA 23323 (757) 382-3650

**Please note, only the City Hall Commissioner of Revenue location offers DMV Select Services.