

# GUIDE TO OPENING & OPERATING A BUSINESS in the City of Chesapeake

## 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 City of Chesapeake 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 an attorney, medical doctor, cosmetologist/barber, psychologist, mortician, etc. require additional [State of Virginia Licensing](#) -- Virginia Dept. of Business Assistance website -- or certification requirements. (See also: [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 business is zoned to conduct your type of business at your proposed business location 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 Neighborhood Services](#), 306 Cedar Road (City Hall), (757) 382-6018.

No, continue to #3.

**3. Are you looking for available property or building to conduct your business?**

Yes, contact [Economic Development](#), 501 Independence Pkwy, Suite 100, (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 Neighborhood Services](#), 306 Cedar Road, (757) 382-6018 for sign code compliance; or, for plan review, permit and certificate of occupancy issuance. After contact, continue to #5.

No, continue to #5.

**5. Will your business operate out of your home?**

Yes, contact [Chesapeake Department of Neighborhood Services](#), 306 Cedar Road, (757) 382-6018 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 City of Chesapeake 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 City of Chesapeake 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 (877) 664-2566 to inquire about workman's compensation insurance requirements. You may obtain workman's 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 (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 (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](#), 1(800) 829-3676 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? Will you require Virginia Sales Tax information, on either sales or use tax?**

Yes, contact [Virginia Department of Taxation](#), 6340 Center Drive, #101, Norfolk, VA (757) 455-3810. 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 (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 the Chesapeake Commissioner of the Revenue Office, 306 Cedar Road (City Hall), (757) 382-6738 or through one of the three satellite locations, Deep Creek Office – 824 Old George Washington Hwy N; South Norfolk Office – 1205 20<sup>th</sup> Street, Western Branch Office – 2808 Taylor Road.

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!**