

The background is a solid teal color. In the four corners, there are decorative white line-art elements resembling circuit boards or neural networks, with lines of varying lengths and small circles at the ends.

NORFOLK CITY TREASURER

BUSINESS LICENSE CERTIFICATE APPROVAL PROCESS

Colette Hill, Supervising Deputy



THE CITY OF
NORFOLK
TREASURER



Business License Approval Certificate

Business/Taxpayer Name: _____ Account#: _____
Business Tax ID: EIN or Last 4 of SS#: _____ Last 4 of DL#: _____
New or Existing: _____ *COR Review & Initials:* _____
EIN: Check for all delinquent taxes due under EIN# _____
SS#: Check for all delinquent taxes due under SS# _____
NAME: Check for all delinquent taxes due under NAME _____
ADDRESS: Check for all delinquent taxes due under ADDRESS _____
HOMESTAY/AIR BNB ADDRESS: _____
HOMESTAY/AIR BNB: Check for all delinquent real estate taxes due: _____
Initials: _____
Date: _____ Treasurer Approval: _____

WHAT WE SEARCH:

- ANY TYPE OF BUSINESS
- EIN NUMBER
- SOCIAL SECURITY NUMBER
- NAME
- ADDRESS
- AIR BNB ONLY
- AIR BNB ADDRESS
- REAL ESTATE TAXES

NORFOLK CITY ORDINANCE

Sec. 24-25.10. - Payment of business-related taxes prerequisite to issuance of business license.

The commissioner of the revenue shall not issue a business license for any business unless and until he receives a tax receipt and certificate signed by the city treasurer setting forth that all delinquent business license, personal property, meals, transient occupancy, severance and admissions taxes and machinery and tools taxes assessed by the city against such business have been paid in full. The requirements of this section shall be in addition to the requirements of the existing law but shall not be applicable to any person who, under the laws of the state, was not legally assessable with a personal property tax or a machinery and tools tax.

ONLINE “APPROVED” MESSAGE

Thank you for choosing the City of Norfolk! The Norfolk City Treasurer has received and reviewed your online business license application.

Step 2 – Obtaining Treasurer Certificate of Approved has been APPROVED.

The Commissioner of Revenue is in copy of this email and will respond separately with any additional requirements. Upon receipt of all requirements, you will receive a follow-up email from the Commissioner of the Revenue with final instructions to obtain your business license.



ONLINE “DENIED” MESSAGE

Thank you for choosing the City of Norfolk! The Norfolk City Treasurer has received and reviewed your online business license application. Step 2 – Obtaining Treasurer Certificate of Approval has been DENIED.

During the research process of your online business application past due taxes were found. The taxes must be paid prior to receiving the treasurer’s certificate of approval. Your account number is XXXXXX. The balance due is \$0.00 which can be paid by phone 1-855-766-3030 or online at www.eservices.Norfolk.gov.



ONLINE
“DENIED”
MESSAGE
(CONTINUED)

Upon receipt of payment in full, our office will reconsider your application status. The Commissioner of Revenue is in copy of this email and will respond separately with additional requirements.

Once your account is paid in full and all other requirements are received, the Commissioner of the Revenue will send a follow-up email with final instructions to obtain your business license.

CONTACT INFORMATION

EMAIL:

CTBUSINESSPPINQUIRY@norfolk.gov

Colette Hill – 757-664-7837

Shena Henderson – 757-664-7843

The background is a gradient of blue, transitioning from a lighter shade at the top to a darker shade at the bottom. In the four corners, there are decorative white line-art elements resembling circuit boards or neural networks, with lines connecting to small circles.

THANK YOU!

CONGRATULATIONS

ASK QUESTIONS

DON'T GET BEHIND ON YOUR PAYMENTS

STAY IN CONTACT WITH US