



PROCEDURES ESTABLISHMENT WITH LIVE ENTERTAINMENT

Anyone applying for a Conditional Use Permit for Live Entertainment (or Live Entertainment in conjunction with an Eating and Drinking Use) must:

- Schedule a pre-application meeting.
 - Staff will review all requirements of a complete application and review important dates with the applicant.
- Submit a completed application with all necessary signatures and attachments by noon as indicated on the schedule below (Preliminary Application Submittal).
- Applicant, and all managers listed on the application, to meet with the Business Action Team (BAT):
 - The team consists of Staff from:
 - City Attorney's Office
 - City Planning
 - City Treasurer
 - Commissioner of the Revenue
 - Police
 - Fire Marshal
 - Alcohol Beverage Commission
 - Old Dominion University/Norfolk State University (when relevant)
 - At the meeting, there will be an introduction of the team members and a discussion on how they can assist the applicant. The team members will work with the applicant to ensure that the application is complete.
- Submit a final application containing all revisions resulting from the BAT meeting by 12:00 noon on the deadline as indicated below (Final Application Deadline).

2026 Schedule			
Preliminary Application Submittal	BAT Meeting	Final Application Deadline	Public Hearing
December 1, 2025	December 4, 2025	December 8, 2025	January 22, 2026
December 29, 2025	*December 31*	January 12	February 26
February 2	February 5	February 9	March 26
March 2	March 5	March 9	April 23
March 30	April 2	April 13	May 28
May 4	May 7	May 11	June 25
June 1	June 4	June 8	July 23
June 29	July 2	July 13	August 27
August 3	August 6	August 10	September 24
August 31	September 3	September 7	October 22
September 28	October 1	October 5	November 19
October 26	October 29	November 2	December 17

Holiday