

City of Norfolk
Application for Special Event Business License

☐ **New Applicant** ☐ **Renewal – Account #** _____

Business/Owner Name & Mailing Address

Trade Name & Business Address

A Social Security Number or Federal Tax ID number is required to process this application.

Social Security # _____ or Federal Tax ID # _____

Phone Number: (____) _____ Email: _____

Norfolk City Code – License Requirements, Sec. 24-25.3,10 and Sec. 42-39.

Type of Business:

- | | | | |
|--------------------------|--|----------------|------------------|
| <input type="checkbox"/> | Non-food Vendor | \$50.00 | <u>999100-01</u> |
| <input type="checkbox"/> | Non-food Vendor - games, rides, etc.
(10% admissions tax required) | \$50.00 | <u>999100-01</u> |
| <input type="checkbox"/> | Food Vendor – Food sold prepackaged / Factory sealed
(No Meal Taxes required) | \$50.00 | <u>999101-01</u> |
| <input type="checkbox"/> | Food Vendor – Prepared foods
(6.5% meals tax required) | \$50.00 | <u>999101-01</u> |
| <input type="checkbox"/> | Itinerant Merchant or Show Promoter | \$500.00 | <u>999300-01</u> |
| <input type="checkbox"/> | Scope Promoter | up to \$500.00 | <u>999300-02</u> |

Please provide a detailed description of your business activity:

Please list the first event in which you plan to participate:

Event Name: _____
Sponsor Name: _____
Event Location: _____
Event Date: _____

Have you been approved by the sponsor of the listed event? ☐ **Yes** ☐ **No**

This information provided is true and correct to the best of my knowledge.

Name _____ Title _____ Signature _____ Date _____
(Print)

Make checks/money orders payable to: Norfolk City Treasurer

Payments by mail: Special Events, Commissioner of the Revenue
PO Box 2260, Norfolk, VA 23501- 810 Union Street, 1st Floor, Norfolk, VA 23510/ Phone 757-664-7886