

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: _____

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