



**BLYTHE A. SCOTT**  
COMMISSIONER OF THE REVENUE  
P.O. BOX 2260 NORFOLK, VIRGINIA 23501-2260



Dear Event Participant:

The Commissioner of Revenue office would like to take this opportunity to welcome you as an event participant in the City of Norfolk. We look forward to assisting you in the business license process and to initiate a pleasant start to your visit to our city. Please carefully read the following information to ensure that obtaining your license can be handled as quickly and efficiently as possible.

- ❖ **Effective January 1, 2025**, businesses and individuals who have a valid city of Norfolk business license can use this license to participate in special events held in the city Norfolk.
- ❖ **All businesses and individuals without a valid Norfolk business license must obtain a valid city of Norfolk Special Event business license to participate in events in Norfolk.** (*Norfolk City Code, Sec. 24-25.3*). The fee to participate in any special event is **\$50.00**. All checks/money orders should be made **payable to Norfolk City Treasurer**.
- ❖ Special Event business licenses are valid for the full calendar year only, valid for any special event in the city and therefore are **non-refundable**.
- ❖ All businesses and individuals applying for a license and participating in an event **must be current and remain current on ALL taxes**. (*Norfolk City code, Sec. 24-25.10*)
- ❖ Vendor participation is based on the agreement between the event sponsor and the participant. The Commissioner of the Revenue office is **only** responsible for issuing a special event business license to those who apply and receive approval from the Norfolk City Treasurer and the Zoning department.
  - **Seven Venues:** 757-664-6880 / [www.norfolk.gov/sevenvenues](http://www.norfolk.gov/sevenvenues)
  - **Festevents:** 757-441-2345 / [www.festevents.org](http://www.festevents.org)
  - **Downtown Norfolk Council:** 755-623-1757 / [www.downtownnorfolk.org](http://www.downtownnorfolk.org)
- ❖ Applications are accepted electronically, USPS, Drop box or in person at our customer service window. Specific instructions regarding approval and/or payment options will be communicated via email upon receipt of your application unless it is handled at our customer service window.
- ❖ If your business **sells prepared food**, you will be responsible for collecting and remitting a **6.5% meal tax**. If your business charges a fee for entertainment and/or amusements, you are responsible for collecting and remitting a **10% admissions tax**.
- ❖ Tax reporting forms and instructions will be provided upon issuance of your business license. Failure to comply could automatically deny you from participating in any further festival activities in Norfolk.

**To ensure the special event licenses are in hand the day of the event, all applications must be submitted, and payments received 7 business days prior to the scheduled event.**