

City of Norfolk
Application for Special Event Business License

New Applicant **Renewal – Account #** _____

Applicant Name & Mailing Address

Trade Name & Business Address

Social Security # or Federal ID#: _____

Phone Numbers: Business _____ Emergency _____

Email: _____

Description of business activity:

- | | | | |
|--------------------------|---|----------|------------------|
| <input type="checkbox"/> | Non-food Vendor | \$50.00 | <u>999100</u> |
| <input type="checkbox"/> | Non-food Vendor - games, rides, etc.
10% admissions tax required | \$50.00 | <u>999100</u> |
| <input type="checkbox"/> | Food Vendor – Prepackaged | \$50.00 | <u>999101</u> |
| <input type="checkbox"/> | Food Vendor – On site prepared foods
6.5% meals tax required | \$50.00 | <u>999101</u> |
| <input type="checkbox"/> | Itinerant Merchant or Show Promoter | \$500.00 | <u>999300</u> |
| <input type="checkbox"/> | *Scope Promoter (please call for license fee) | | <u>999300-02</u> |

Event name(s) and date(s) in Norfolk:

1. _____ 2. _____
3. _____ 4. _____

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

Name (Print) _____ Title _____

Signature _____ Date _____

Please notify this office if any of the above information changes

Phone (757)664-7886 – Fax (757)441-1346

Website: www.norfolk.gov/revenue

ENCLOSE FEE - payable to Norfolk City Treasurer

*****Payment cannot be made online or over the phone*****

Return to: Special Events, Business Revenue, Commissioner of the Revenue,
PO Box 2260, Norfolk, VA 23501-2260