



Special Event - Private Property Application

Application requirements

Complete application must be submitted 15 days prior to the event to the City Planning Department, 5th Floor, City Hall – 810 Union Street.

Application to include:

1. Fee: \$25.00
2. Completed application with security plan
3. Conceptual site/floor plan and copy of tent permit with Certificate of Flame Resistance for all tents
4. Written approval from the property owner
5. List of Vendors and a copy of their City of Norfolk Business License

A conceptual plan must be attached including:

-Extent of area where event will occur	-Parking area	-Entertainment area/stage	-List of Vendors
-Seating (if any)	-Tents	-Security Plan	-Ingress/egress (pedestrian and vehicular)

Applicant Information

Name (applicant – person's name requesting permit):

Address:

City: _____ State: _____ ZIP Code: _____

Tel. No.: _____ E-mail: _____

Event Information

Name of Event:				
Date(s) of Event:		Time(s) of Event:		
Event Address:				
Estimated Attendance	25 or fewer	26 to 50	51 to 75	75+ If over 75, estimated attendance: _____

Type of Event

Will food be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete vendor list
Will alcoholic beverages be served or sold? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, contact the Department of Alcoholic Beverage Control (ABC)
Will there be vending trucks/carts? **	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete vendor list
Will there be merchandise vendors? **	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete vendor list
Will there be a tent(s)? ***	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, QTY: _____ what size? _____ sq. ft. _____ sq. ft.
Is the event indoors or outdoors?		
Will there be a cover charge/admission fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, contact corbt@norfolk.gov <i>Permit will not be issued without proof of City of Norfolk Business License</i>

Entertainment (complete if entertainment will be provided)

Live music/band	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description
Disc Jockey (DJ)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete vendor list
Stage performance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description
Other (Bounce House, Etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description

List of Vendors (complete if you have vendors)

Questions? Contact (757) 664-4752 for more information.

***If your alcoholic beverages will be provided, you must meet the requirements set by the Department of Alcoholic Beverage Control and obtain the appropriate ABC License.**

****All vendors providing food/beverage to the public must meet all requirements of the Health Department. If the food/beverage or merchandise is being sold, or a cover charge/admission fee is being charged, all requirements of the Commissioner of the Revenue must be met.**

***Tents larger than 900 square feet, or with an occupancy of 50 or more, require a permit from the Department of Planning, Office of Building Safety
All tents larger than 10 X 10 require a permit from the Fire Marshal.

Signature

Date

Revised 5/8/2025 sw