

# OUTDOOR GATHERINGS & EVENT PERMIT GUIDELINES



## PHASE 3

[www.norfolk.gov/OpenNorfolk](http://www.norfolk.gov/OpenNorfolk)

The City of Norfolk supports the safe and structured programming of outdoor spaces for gatherings and events in accordance with **Phase 3** of the Governor's reopening plan under Executive Order 67 and 68. OpenNorfolk's role in these efforts is to provide guidance to permit applicants on the permit process and resources to support these activities.

### THIS INCLUDES:

1. Information on permitting offices, application deadlines, Forward Virginia Safer At Home Guidelines and City of Norfolk specific requirements for gatherings
2. A COVID-19 Mitigation Plan form for you to use to develop your plan
3. Additional Resources — [www.norfolk.gov/OpenNorfolk](http://www.norfolk.gov/OpenNorfolk)

### Permitting Offices

The location, size and planned activities will determine the department that will permit your gathering. Utilize the questionnaire at [www.norfolk.gov/eventsplanning](http://www.norfolk.gov/eventsplanning) to be directed to the appropriate City department's permit application. Please email [sevenvenues@norfolk.gov](mailto:sevenvenues@norfolk.gov) with any questions.

### PROPERTY USE PERMITS:

- Communications (757) 664-4266 *Film / Photography Permits*  
[www.norfolk.gov/3317/Film-Permit-Requests](http://www.norfolk.gov/3317/Film-Permit-Requests)
- Planning (757) 664-4752 *Private Property / Temporary Use Event Permits*  
[www.norfolk.gov/3083/Public-EventPrivate-Property-Permit](http://www.norfolk.gov/3083/Public-EventPrivate-Property-Permit)
- Public Works Right-of-Way (757) 636-3774 *Safety Closure Permits (no physical setup in street / sidewalk)*  
[www.norfolk.gov/362/Permit-Applications-Forms](http://www.norfolk.gov/362/Permit-Applications-Forms)
- Recreation, Parks & Open Space\* (757) 823-4291 *Park & Beach Facility Use Permit\**  
[www.norfolk.gov/play](http://www.norfolk.gov/play)
- SevenVenues\* (757) 664-6880 *Event Permits – Locations Vary\**  
[www.norfolk.gov/sevenvenues](http://www.norfolk.gov/sevenvenues)

\* Permits are not currently being issued by Recreation, Parks and Open Space or SevenVenues for the reservation of picnic shelters, athletic fields, recreation center grounds, beaches, beach weddings or community and neighborhood park open space. These spaces may be used on a first come, first served basis only and users must adhere to all Federal, State and City regulations and guidelines. SevenVenues is issuing permits for limited Recreation, Parks and Open Space properties, in addition to other City property. Utilize the questionnaire (link above) to determine if your gathering is eligible for a SevenVenues permit. Email SevenVenues at [sevenvenues@norfolk.gov](mailto:sevenvenues@norfolk.gov) with questions on available properties.

### SUPPLEMENTAL PERMITS AND LICENSES:

- VA Department of Health *Temporary Health Permit*  
[www.norfolk.gov/DocumentCenter/View/1320/Temporary-Health-Permit-Application](http://www.norfolk.gov/DocumentCenter/View/1320/Temporary-Health-Permit-Application)
- Commissioner of Revenue (757) 664-7886 *Special Event Business License / Admissions Tax*  
[www.norfolk.gov/2949/Special-Events](http://www.norfolk.gov/2949/Special-Events)
- VA ABC Authority (757) 424-6700 *Special Event Banquet License*  
[www.abc.virginia.gov/licenses/get-a-license/banquet-licenses](http://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses)
- Planning (757) 664-6565 *Amusements / Building Safety Permits*  
[www.norfolk.gov/2800/Applications-Forms](http://www.norfolk.gov/2800/Applications-Forms)
- Fire Marshal (757) 664-6604 *Food Truck / Cart Inspection*  
[www.norfolk.gov/2259/food-truck-vendor-program](http://www.norfolk.gov/2259/food-truck-vendor-program)



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### Application Deadlines

Application deadlines vary by department, processing time, complexity and approvals needed for the type and location of your gathering. Deadlines have been reduced where possible to expedite the permitting processes.

#### PROPERTY USE PERMITS:

Communications	(14) Days
Planning	(7) Days
Public Works Right-of-Way	(7) Days
Recreation, Parks & Open Space	N/A
SevenVenues	Refer to Event Permit Guidelines <a href="http://www.norfolk.gov/sevenvenues">www.norfolk.gov/sevenvenues</a>

#### SUPPLEMENTAL PERMITS AND LICENSES:

VA Department of Health	(14) Days
Commissioner of Revenue	(6) Weeks
VA ABC Authority	(14) Days
Planning (Amusements / Building Safety)	(1) Week
Fire Marshal	(14) Days

Understanding that gatherings may be canceled or postponed due to COVID-19, all departments issuing property use permits are temporarily providing refunds or credits for application and permit fees for gatherings impacted by the pandemic. Please inquire with the permitting office for insurance and other requirements for your permit.

### Commonwealth of Virginia Requirements

The Forward Virginia Safer At Home Guidelines provide detailed requirements to be implemented by organizers of gatherings and events. Adherence to these guidelines will be required to obtain a permit for your gathering. The full document and current Executive Orders should be referenced when developing your plans. Please visit [www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Virginia-Forward-Phase-Three-Guidelines.pdf](http://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Virginia-Forward-Phase-Three-Guidelines.pdf) and [www.governor.virginia.gov/executive-actions](http://www.governor.virginia.gov/executive-actions) to review all relevant guidelines.

Depending on the nature of your gathering and associated activities, the following sections of the **Phase 3** Guidelines may include relevant requirements for your gathering:

- All Business Sectors (Pages 1–4)
- Social Gatherings (Pages 5–7)
- Entertainment and Public Amusement (Pages 29–31)
- Restaurant and Beverage Services (Pages 8–11)
- Farmers Markets (Pages 12–13)
- Recreational Sports (Pages 22–23)

### City of Norfolk Requirements

- Permit Application and Fees
- Standard Supporting Documents (confirm with permitting department)
- COVID-19 Mitigation Plan and Layout

In addition to submission of your permit application and supporting documents to the appropriate department, the City of Norfolk also needs information on how you plan to meet the requirements in the Forward Virginia Safer At Home Guidelines and Executive Orders in order to issue a permit for your gathering. In an effort to help you in developing your plan, the City of Norfolk has developed a COVID-19 Mitigation Plan form. The attached form is designed to help communicate your safety and mitigation plan to show compliance with all requirements.

This form should be submitted with your permit application and other supporting documents to the appropriate department. If you have developed your own written plan specific to your event, you may attach your plan, refer to it where applicable in the sections on the form and complete the form with any additional information required. A detailed event layout showing adherence to all Forward Virginia **Phase 3** requirements must also be submitted. Communications and Public Works Right-of-Way will not require a COVID-19 Mitigation Plan. Planning, Recreation, Parks & Open Space (if/when they begin to issue permits) and SevenVenues will require a plan. For offices requiring a plan, permit applications will not be accepted for processing without the plan.



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All plans will be submitted for review and approval by the City of Norfolk in partnership with the Virginia Department of Health. Approval on the COVID-19 Mitigation Plan must be obtained prior to receiving approval for a permit from the City of Norfolk.

The Forward Virginia Safer At Home Guidelines and Executive Orders 67 and 68 provide information on the maximum number of participants allowed at any gathering based on the location and types of planned activities. The City of Norfolk, in partnership with the Virginia Department of Health, will provide confirmation on the number of participants that will be allowed at each gathering following review of the permit application and COVID-19 Mitigation Plan. The maximum number of participants approved by the City of Norfolk may be lower than the maximum allowed by the Forward Virginia Guidelines and is subject to change following initial approval at any time up to the event date.

On-site enforcement to ensure compliance with the approved COVID-19 Mitigation Plan will be determined as a part of the review process. The applicant may incur expenses to cover the cost of City staff required to be on-site for the gathering.

All applicants should have an established process for incident documentation and reporting, including identifying the on-site team responsible for overseeing any incidents, development of forms for completion and a list of individuals/agencies that need to be contacted to report the incident. It is recommended that photographs and written statements are taken on-site to support documentation of the incident.

The City of Norfolk cannot guarantee that conformance with a submitted plan constitutes complete compliance with all relevant laws. Due to the ever-changing nature of the impact of COVID-19 on Virginia, permit applicants and recipients are responsible for continuing to monitor the Governor's Executive Orders and for complying with those requirements. The purpose of OpenNorfolk is to provide guidance, not legal advice.



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### COVID-19 Mitigation Plan

This form is intended to assist you in designing and communicating your plan to meet and enforce the requirements of Forward Virginia Safer At Home **Phase 3** Guidelines and Executive Orders at your gathering. If a section does not apply to your planned gathering, simply respond "N/A." If your organization has developed your own plan specific to your gathering, you may attach your plan, refer to it where applicable in the sections below and complete the form with any additional information required. All gatherings must comply with all Federal, State and City requirements. You may attach additional documents if you need more space than allotted in any of the sections in order to effectively communicate your plan.

**Gathering Name**

**Location**

**Date(s)**

**Start Time(s) / End Time(s)**

**City Permit Office**

#### Permit Applicant

**Name**

**Email**

**Phone**

#### Permit Applicant Organization's COVID-19 Coordinator

**Name**

**Email**

**Phone**

### Capacity Management Plan

Occupancy restrictions are provided in the Forward Virginia Guidelines and Executive Orders based on the location and type of gathering planned. Determine the allowable capacity for your gathering from the guidelines and detail the plan you have to enforce that capacity on-site. Capacity enforcement may involve a combination of physical fencing and staff/volunteers monitoring entry/exit of the space. Gatherings that cannot restrict access to the general public should not take place. Advance registration is encouraged as a mechanism to control attendance. Gatherings that do not require advanced registration must include their plan to mitigate overflow attendees. The capacity includes all staff, volunteers, vendors and participants and is a total number for the duration of the gathering hours.

**Maximum Event Capacity**

#### Capacity Management Plan



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### Physical Distancing Plan

The Forward Virginia Guidelines provide detailed requirements to ensure physical distancing is maintained at all gatherings. Signage, visible markers, modified layouts, reconfigured seating areas and adjusted ingress, egress and queue lines to and within the gathering space are required to ensure that physical distancing requirements can be maintained. Ingress and egress points must be one-way directional and meet the requirements of the Norfolk Fire Marshal based on the space footprint and number of attendees. All queue lines must be clearly designated and provide for the required amount of physical distance between attendees. A plan must be provided to enforce physical distancing in open areas of the space not designated with tables or chairs. Vendors must meet spacing guidelines and be compliant with all relevant requirements for food, beverage and retail operations. Performance, activity areas and recreational sporting elements must have a plan to meet required increased physical distancing per guidelines. Staff or volunteers and technology may be utilized to further reduce in-person interaction. Please provide your plan for the below categories to ensure physical distancing is maintained at the gathering. Be as specific as possible in order to expedite the review and approval of your plan. **A detailed and labeled layout with measurements that clearly depicts all physical equipment setup, event flow and staffing positions to maintain physical distancing for the gathering must be submitted with this form. Utilize the icons below in your layout.**

#### Icon Key

- |                          |                    |                                 |                                    |                                    |
|--------------------------|--------------------|---------------------------------|------------------------------------|------------------------------------|
| Ingress (Entrance)       | Check In           | Staging                         | Food Truck                         | Hand Washing / Sanitation Station  |
| Egress (Exit)            | Smoking Area       | Inflatable and Mechanical Rides | Beverage Vendor                    | Attendee Seating (Tables / chairs) |
| Queue Line               | Dumpster           | Generator                       | Merchandise Vendor                 | Attendee Standing                  |
| Special Designated Areas | Information Tent   | Live Animal / Petting Zoo       | Other Vendor (Sponsor, Info, Arts) | Attendee Seating (Theatre Style)   |
| Medical                  | Water Station      | Food Vendor                     | Portable Restrooms                 |                                    |
|                          | Tents (Not vendor) |                                 |                                    |                                    |

#### Signage / Visual Marker Plan

#### Ingress / Egress Plan Queue & Health Screen Plan

#### Ticketing Plan



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## Interior Queue Line Plan (Vendors, Restrooms, Amusements, etc.)

## Vendor Layout Plan

## Amusements / Games Plan / Recreational Sports Plan

## Performance Area / Stage Plan

## Food / Beverage Service Plan



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## Attendee Seating Plan

## Attendee Standing Area Plan

## On-Site Enforcement Plan

## Start Line Corral / Finish Line Plan (Runs/Walks/Bike Races ONLY)

## Staging Area Plan (Parades ONLY)

## Route Spectator Plan (Parades/Runs/Walks/Bike Races ONLY)



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### Enhanced Cleaning and Disinfection Plan

The Forward Virginia Guidelines provide detailed information on routine cleaning and disinfection of high contact areas and hard surfaces, use of physical contact barriers, handwashing and sanitization stations and the use of technology solutions to reduce in-person contact at gatherings. Enhanced cleaning and disinfecting measures must follow all CDC guidelines and be implemented for the overall gathering, restrooms, waste removal areas and for individual participating vendors. Provide information on plans for staff, vendors, volunteers and attendees for all relevant categories below. Detail your plan to require and/or provide PPE, including but not limited to, facial coverings and gloves for these different groups. Facial coverings are required for all staff, vendors, volunteers and attendees. Vendors must also meet any relevant requirements provided in the Forward Virginia Guidelines for food and beverage or retail service. **Please provide your plan to ensure cleaning and disinfection requirements are met at the gathering. Include in your plan if you are requesting use of any City on-site amenities or facilities, such as restrooms or trash cans, and your plan to staff and clean these spaces.**

#### High Contact Area Disinfection Plan

#### Restroom Plan

#### Trash / Waste Removal Plan

#### Hand-Washing / Sanitization Access Plan

#### PPE Plan



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## Technology Solutions

## Water Station Plan (Runs/Walks ONLY)

## Enhanced Workplace Safety Plan

The Forward Virginia Guidelines provide direction on practices for ensuring the health and safety of workers in advance of and during the gathering. If your organization has a workplace COVID-19 plan, you may provide it as a part of the staff training plan. In addition to implementation of advance staff training, an emergency and medical response plan for COVID-19 must be developed for the gathering to address situations that may arise on-site related to a positive COVID-19 case. Please provide your plan to ensure health and safety education and preparedness at the gathering.

Organization's Workplace COVID-19 Plan  (Attached)

## Staff / Volunteer Training

## Emergency and Medical Response Plan



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### Communications Plan

You will need a plan to effectively educate your staff, volunteers, vendors and attendees in advance of the gathering of the requirements and restrictions that will be implemented. Please provide information on your educational and outreach communications plan.

#### Advance Communications Plan (Public)

#### Advance Communications Plan (Staff / Volunteers / Vendors)



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### Layout

A detailed and labeled layout with measurements that clearly depicts all physical equipment setup, event flow and staffing positions to maintain physical distancing for the gathering must be submitted with this form. Utilize the icons from Page 5 in your layout.

**INSERT IMAGE**

Click above to  
attach image





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### Additional Information

### Permit Application Checklist

- Complete Permit Application  (Attached)
- Complete Layout  (Attached)
- Complete COVID-19 Mitigation Plan (if required)  (Attached)
- Application Fee Payment  (Attached)
- Supplemental Documents (contact permitting office to confirm)  (Attached)

### Submission

By signing below the applicant certifies that the above information is accurate. The applicant also acknowledges receipt, review and understanding of the OpenNorfolk **Phase 3** Outdoor Gatherings and Event Permit Guidelines.

Organizer Signature

Date