



**CITY OF RICHMOND**  
**Dance Hall Permit Application**  
 Permits & Inspections  
 900 E. Broad Street Room 110  
 Richmond, VA 23219  
 (804) 646-4169

Permit # \_\_\_\_\_

*Application Fee - \$100.00*

**BUSINESS INFORMATION:**

Full Name of Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Street Address of Proposed Dance Hall: \_\_\_\_\_

Name & Address of the Business's Registered Agent: \_\_\_\_\_  
 (If a Corporation, the name shall be as set forth in its Articles of Incorporation)

**APPLICANT'S INFORMATION:**

Applicant Name: \_\_\_\_\_

List "Also Known As" names: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Contact phone (s) \_\_\_\_\_

Social Security # \_\_\_\_\_

VA Driver's License # \_\_\_\_\_

Birth date \_\_\_\_\_

Place of Birth \_\_\_\_\_

Are you a US Citizen: \_\_\_ yes \_\_\_ no

Length of time in Richmond \_\_\_\_\_

Length of time in Virginia \_\_\_\_\_

Hair color \_\_\_\_\_

Eye Color \_\_\_\_\_

Height \_\_\_\_\_

Weight \_\_\_\_\_

Brief statement as to applicant's role(s) with the above referenced business including official title:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Office Use Only:**

Date Paid: \_\_\_\_\_

Fee Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

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**List full addresses and dates for the places of residence over the past 5 years, starting with the most recent:**

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**List last four places of employment, starting with the most recent:**

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Documents that MUST accompany the Dance Hall Permit Application:**

**Pursuant to City Code § 6-157 the following information must be submitted as part of the application:**

- ◇ The name, phone number, and residence address of:
  - ◇ Each individual with an ownership interest in the proposed public dance hall; and
  - Each manager.
- ◇ The name, phone number, address and signature of all persons responsible for the maintenance of the public dance hall's premises in compliance with building and fire code regulations;

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**A copy of the following:**

- ◊ Current Certificate of Occupancy
- ◊ Current Assembly permit
- ◊ A statement and accompanying documents pertaining to the sale of Alcohol as required by City Code § 6-157 (2)(c) and (f)<sup>1</sup>;
- ◊ A valid business license for the establishment;
- ◊ As to all persons whose names are required pursuant to this application (i.e. managers, applicant, individuals with an ownership interest, etc.):
- ◊ Evidence that the fully executed consent forms have been submitted to the Chief of Police that are necessary to enable the Chief of Police to conduct background checks sufficient to determine that the application meets the requirements of City Code Section 6-158(a)(1) and to report the results to the chief administrative officer;
- ◊ A statement from the department of Finance that all filings or taxes of any kind due to the City from such persons are paid in full; and
- ◊ *If* the applicant is a corporation or other entity, such application shall include a copy of the entity's articles of incorporation, articles of organization, fictitious name report or similar documentation required by state law and shall set forth the names, phone numbers and residence addresses of the officers and directors of such corporation or other entity and the names, phone numbers and addresses of all persons having an ownership interest therein of ten percent or more.

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<sup>1</sup> City Code § 6-157 (2)(c) requires: "A statement of whether or not alcoholic beverages are to be served on the premises and, if alcoholic beverages are to be served on the premises, (i) the application submitted to the Virginia Alcoholic Beverage Control Board for the establishment or (ii) a valid license issued by the Virginia Alcoholic Beverage Control Board or a writing from the board constituting a denial of such application." While City Code § 6-157 (2) (f) requires: Where the applicant is submitting a valid license issued by the Virginia Alcoholic Beverage Control Board, a valid City companion license issued pursuant to the applicable requirements of section 98-706, section 98-709 and section 98-710 of this Code.

### **DISCLOSURE**

**The permit application fee is non-refundable. All pages within the application packet must be completed fully and truthfully. Applicant's signature below indicates, under possible penalty of perjury, that the information provided is complete and accurate as of the time the application is submitted to the City. Applicant is also responsible for timely notifying the City of any subsequent changes to the provided information. Failure to disclose all requested information may result in permit denial.**

**By signing below, I hereby certify that I have read the foregoing "Application and Disclosure" and fully understand its content and meaning and attest that all information contained herein is true to the best of my ability.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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**List of Owners: Use additional sheets as needed to list all individuals and their information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**List of Managers:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**List of persons responsible for the maintenance of the public dance hall's premises in compliance with building and fire code regulations.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

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### Contact information for the documents required to be submitted with the application:

#### **Certificate of Occupancy - 804.646.4169**

City of Richmond

Bureau of Permits & Inspections

900 E. Broad Street Room 110

Richmond, VA 23219

<http://www.richmondgov.com/planninganddevelopmentreview/forms.aspx>

#### **Assembly Permit - 804.646.2500**

City of Richmond

Fire & Emergency Services

201 E. Franklin Street

Richmond, VA 23219

<http://www.richmondgov.com/fire/prevAssemblyEducationalOccupancies.aspx>

#### **Virginia Department of Alcoholic Beverage Control (ABC) - 804.213.4400**

VA ABC Central Office

2901 Hermitage Road

Richmond, VA 23220

<http://www.abc.virginia.gov/licensing/obtainlicense.html>

#### **City of Richmond Business License - 804.646.7000**

City of Richmond

Finance Department

900 E. Broad Street Room 103

Richmond, VA 23219

<http://www.richmondgov.com/common/forms.aspx>

#### **Police Background Checks – 804.646.0400—ask for a Dance Hall background check**

City of Richmond

Richmond Police Department – Police Information Desk

200 W. Grace Street

Richmond, VA 23220

<http://www.richmondgov.com/Police/Faq.aspx>

#### **Statement from Finance showing all Taxes are paid - Contact Tina Williams 804.646.7000**

City of Richmond

Finance Department

900 E. Broad Street Room 103

Richmond, VA 23219

<http://www.richmondgov.com/Finance/FAQ.aspx>

#### **Copy of Entity's Articles of Incorporation, Articles of organization, Fictitious Name, etc. - 804.371.9733**

State Corporation Commission

Tyler Building

1300 E. Main Street

Richmond, VA 23219

<http://www.scc.virginia.gov/publicforms/175/scc619.pdf>