

City of Richmond Dance Hall Permit Application (Continued)

Permit Number: _____

List of addresses and dates for the places of residence over the past five 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: _____

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 §3-97, the following information must be submitted as part of the application:

- The name, phone number, and residence 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 accompany documents pertaining to the sale of Alcohol as required by City Code § 3-97 (2)(c) and (f)¹;
- 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 § 3-98(a)(1) and to report the results to the chief administrative officer;
- A statement from the Department of Finance that all filings are 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 of similar documentation required by state law and shall set forth the names, phone numbers and residence addresses o the officers and directors of such corporation of other entity and the names, phone numbers and addresses of all persons having an ownership interest therein of ten percent or more.

¹ City Code § 3-97 (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 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 § 3-97 (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 § 26-934, § 26-937 and § 26-938 of this code.

DISCLOSURE

The permit application fee in 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: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

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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 East Broad Street, Room 110
Richmond, Virginia 23219
<https://www.rva.gov/planning-development-review/forms>

Assembly Permit – (804) 646-2500

City of Richmond
Fire & Emergency Services
201 East Franklin Street
Richmond, Virginia 23219
<https://www.rva.gov/fire-emergency-services/permits>

Virginia Department of Alcoholic Beverage Control (ABC) – (804) 213-4400

VA ABC Central Office
2901 Hermitage Road
Richmond, Virginia 23220
<https://www.abc.virginia.gov/licenses/get-a-license>

City of Richmond Business License – (804) 646-7000

City of Richmond
Finance Department
900 East Broad Street, Room 103
<https://www.rva.gov/finance/forms>

Police Background Checks – (804) 646-0400 – Ask for Dance Hall background check

City of Richmond
Richmond Police Department – Police Information Desk
200 West Grace Street
Richmond, Virginia 23220
<https://www.rva.gov/police/police-faqs>

Statement from Finance showing all taxes are paid – (804) 646-7000

City of Richmond
Finance Department
900 East Broad Street, Room 103
Richmond, Virginia 23219
<https://www.rva.gov/finance/descriptions>

Copy of Entity's Articles of Incorporation, Articles of organization, Fictitious Name, etc. – (804) 371-9733

State Corporation Commission
Tyler Building
1300 East Main Street
Richmond, Virginia 23219
<https://scc.virginia.gov/getattachment/26bafb8f-17af-4c64-911a-678e648abd6f/scc619.pdf>