



# City of Richmond Dance Hall Permit Renewal 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 Renewal Application:

### Pursuant to City Code §3-97, the following information must be submitted as part of the renewal 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)<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 § 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.

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<sup>1</sup> 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 renewal 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 “Renewal 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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Permit Number: \_\_\_\_\_

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

# City of Richmond Dance Hall Permit Renewal Application (Continued)

Permit Number: \_\_\_\_\_

Contact information for the documents required to be submitted with the renewal 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>