

## **NIGHTCLUB PERMIT**

### **Frequently Asked Questions**

#### **How do I apply for a Nightclub Permit?**

Applications are available, and payment must be made in person, at Chesterfield County Police Headquarters, 10001 Iron Bridge Road, Chesterfield, Virginia 23832. Applications are available online at [www.chesterfield.gov](http://www.chesterfield.gov). **Applications are accepted by appointment only. To schedule an appointment, please call 804-748-1547.**

#### **What is the Chesterfield County Ordinance for Nightclub Permits, and how can I get a copy?**

Nightclub Permits are covered under the Regulated Occupations section in Chapter 15, Article VI, Section 15-121, of the County Code. A copy is available online at [www.Municode.com](http://www.Municode.com).

#### **What documents are needed at the time of application?**

Valid driver's license or other government issued ID, such as passport or military ID.

*It is recommended the business owner contact Chesterfield County Planning Department at 804-748-1050 to inquire if their location is zoned for a Nightclub before submitting a Nightclub application.*

#### **If I plan to serve alcohol in the Nightclub, what do I need to submit to Chesterfield County?**

A copy of the ABC license must be submitted with the application.

#### **What if I have business partners and managers? Are they required to apply?**

Yes, for corporations, partnerships or other legal entities, each officer, director, partner or principle of the entity and managers of the business are required to apply in person. Each applicant will be photographed and fingerprinted at the time of application, and a background check will be completed on each applicant.

#### **What is the fee, and can I use a debit or credit card to make payment?**

The fee is \$50. Cash (exact change) or personal checks (payable to Treasurer, Chesterfield County) are the only acceptable forms of payment.

#### **If my permit is denied, will the fee I paid be refunded to me?**

The fee is charged to offset the cost of conducting the background investigation and is not refundable.