

Permits, Licenses, Ordinances

When planning a program or event, it's important to follow county/state regulations and ordinances to protect your organization. Below is a checklist to help you ensure that you stay on track, plus contact information for the applicable County divisions.

FACILITY

When using outdoor facilities at schools or parks, please contact the Parks and Recreation Department to ensure availability before planning your event. The facility may not be available due to other scheduled uses, construction or maintenance. This will assist in avoiding overscheduling or conflicts between events.

RAFFLES

Holding a Raffle, or game of chance, for a charitable organization requires that regulations from the Charitable Gaming Commission be followed. The Virginia Statute for Charitable Gaming regarding raffles is 18.2-340.23. The treasurer will need to be involved in planning all raffles as the ability to hold a raffle depends on the income earned from games of chance in a past and future 12-month period.

FESTIVALS/CARNIVALS

Holding events, such as a festival or carnival, on school property requires that the Event Organizer provide the Risk Management Department of Chesterfield County with a Certificate of Insurance (COI) listing Chesterfield County as an additional insured.

If you hire a *for-profit* carnival company to set up their carnival at your location, they may be required to obtain a business license to operate it. Contact the commissioner of revenue for more information.

INFLATABLES/ENTERTAINMENT

If the Event Organizer is planning on using entertainment such as inflatables – that are open to the public, they must obtain a Certificate of Insurance from the company hired to supply the inflatables. The COI should list Chesterfield County as well as the Event Organizer as additionally insured. These COI's should be submitted to the Risk Management Department of Chesterfield County. Along with providing the COI's, the Event Organizer must also apply for an Amusement Permit through the Chesterfield County Building Inspection Office. There is no charge for this permit to a county department; however, one must be on file. The Event Organizer will need to work closely with the supplier as serial numbers and inspection information are part of the application. Special care should be taken by the inflatables supplier and the Event Organizer to ensure that the inflatables are properly secured/ tied down/ staked to the ground/ weighted down. The Building Inspection Office will schedule an inspection. It is the responsibility of the Event Organizer to ensure that attendants are at each activity and have been trained to maintain a safe environment.

CONCESSIONS

Holding concessions requires the Event Organizer to obtain a permit from the Environmental Health division of the Chesterfield County Health Department. Again, there is no charge for this permit for county departments, but one must be on file for any food sales. The Event Organizer must set up proper sanitation and disposal for food sales. There are also guidelines as to how the food sales area must be set up and maintained throughout the event. The Health Department offers Food Safety Training throughout the year. It is recommended that volunteers attend this free training before providing food services at events.

There are guidelines from the Risk Management Department and the Environmental Health division for using open flames for cooking as with the use of propane or charcoal grills. Both divisions also recommend obtaining information from the Fire Marshal for the specifics of the particular event that would include the use of those items.

Not-for-profit organizations are generally exempt from a business license requirement, but concessions offered by any *other* organization are subject to a business license requirement. Vendors who are exempt include Churches, fraternal, school and social organizations and volunteer fire departments.

Further, some business property taxes may be due for non-county-owned equipment used in concession sales, even if owned by a not-for-profit organization if it is not exempted by the board of supervisors or the General Assembly. Contact the commissioner of the revenue for more information or to determine any tax or reporting liability for your organization.

VENDOR SALES

Vendors selling items at an event must be covered by a Chesterfield County business license. If five (5) or more vendors are involved in an event, your organization as promoter may choose to obtain a “vendor event” business license that covers all vendors for that event. This option is in lieu of individual licenses for the vendors covered by it. The “vendor event” license fee is \$25 per event or \$100 annually per location. Otherwise, or if there are less than five vendors, each vendor must obtain their own Chesterfield County business license unless they are exempt. Contact the commissioner of the revenue for details or to obtain a license.

When possible, the Event Organizer should request a COI from vendors listing the Event Organizer and Chesterfield County as additionally insured and submit the COI to the Risk Management Department.

Vendor food sales would require the vendor to supply a COI to be submitted to the Chesterfield County Risk Management Department. The vendor would also need to apply for a permit through the Environmental Health division of the Chesterfield County Health Department.

CAR WASHES

Chesterfield County’s illicit discharge ordinance, adopted in 1997, prohibits discharging anything that is not entirely composed of storm water to the storm drain system – including detergents, dirt, oil, and grease from car washes. These substances are detrimental to our local waterways, the James River, and the Chesapeake Bay. To comply with the ordinance, Event Organizers may wash cars in a grassy field or borrow one of two car wash kits from the county that captures and diverts wash water away from storm drains/creeks. Please contact the Department of Environmental Engineering at least two weeks before your event; someone from their office will visit a day or two in advance for set-up and instruction.

MOVIE SHOWINGS

If you can link a movie showing directly to an educational unit, you do not need a license. Showing a movie for entertainment is not covered under the educational exception to copyright. It is recommended to purchase a one-time viewing license, but it's also possible to purchase a site license that will cover the building for all not-for-profit viewings. The contracts vary depending on the company, but you are able to charge a small admission fee to cover your costs of the license. Swank and Criterion both handle movie licenses for DVD movies. Swank (MovieLic) handles Disney, WB, MGM, Paramount etc, while Criterion handles 20th Century Fox, Dreamworks, etc - all of these studios produce movies in the children and family genre, so you'll need to check the studio of the movie you want to decide which company to contact. Licenses are approximately the same for each (price increased to \$172 at both places in 2015.) Please note that the companies only cover those movies for which they issue licenses.

The process is really easy - you fill out a form with your tax number on it, the title and the date you want to show it. They supply the license and access to artwork. You can rent, purchase or borrow the DVD to show or you can rent it from them.

RACES

If using county roads for a race (5K or fun run), please notify the Chesterfield County Police Department and get permits (if needed) from VDOT. If you are using park trails, please check park availability with the Parks and Recreation Department. You are not allowed to use paint to mark the course in the parks, on trails, trees, pavement, etc. You can use ribbons, signage, cones, flour or powder to mark the course.

CONTACT INFORMATION

Risk Management

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Chesterfield County, Department of Risk Management
10000 Courtview Lane, Chesterfield, VA 23832

Environmental Health Supervisor

Dennis O'Connor

Dennis.oconnor@vdh.virginia.gov

Chesterfield Health District

9501 Lucy Corr Circle, Chesterfield, VA 23832

Office (804) 748-1696

Direct (804) 748-1610

Amusement Permits

Amusement Devices Building Inspection

P.O. Box 40, 9800 Government Center Parkway, Chesterfield, VA :
(804) 748-1057

www.chesterfield.gov/bi

Inspection Scheduling: (804) 751-4444

Bob Ramsey

ramseyb@chesterfield.gov

804-814-7002

Department of Environmental Engineering

Lorne Field, Environmental Outreach Coordinator

Department of Environmental Engineering, Chesterfield County

fieldl@chesterfield.gov

804-748-1920

Business Licenses

Business License Department

Office of the Commissioner of the Revenue, Chesterfield County

10031 Iron Bridge Rd.

P.O. Box 124, Chesterfield, VA 23832

cor@chesterfield.gov

804-748-1281

Parks and Recreation

Athletics Division

P.O. Box 40, Chesterfield, VA 23832

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