You need permits for the following:

- **Taxi Cab Businesses**
- **Taxi Cab Drivers**
- **Adult Businesses**
- **Pawnbroker Businesses**
- **Precious Metal and Gems Businesses**
- **Dance Halls**
- **Parades/Marathons**
- **Other Events**
  (such as bicycle-ride fundraisers, motorcycle-ride fundraisers, walk fundraisers, etc.)

NOTE: Applications may be obtained at the Public Safety Building located at the corner of Parham and Shrader Roads or online at www.henricopolice.org. Some permits will require you to be fingerprinted. You may also need to leave a color, ID photo with the Permits Officer.

Concealed Handgun Permits and **Music Festival Permits** are not obtained from the Division of Police, even though police involvement may be required. See inside for details.

The Division of Police is Internationally Accredited

Henrico County
Division of Police
P. O. Box 90775
Henrico, Virginia 23273-0775

(804) 501-5000

Colonel D. A. Middleton
Chief of Police

Proud of our progress;
Excited about our future.

The County of Henrico does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.

Non-Emergency: 804-501-5000
Emergency: 911
www.henricopolice.org

SPRING 2008—CRD/CPS

PERMITS

Obtaining Permits

What you need to know ...

Henrico County
Division of Police

Business Permits
(Available from Division of Police)

Taxi Cab Driver Permits

- Each taxi cab driver in the County of Henrico MUST have a permit.
- Allow at least six weeks to obtain the permit due to fingerprint/background processing.
- Fee is $20.00.

Taxi Cab Public Necessity Permit

- This permit also MUST be obtained if driver is an owner/operator. If the cab driver is an employee, his/her employer MUST obtain this permit.
- To obtain this permit your vehicle must pass an inspection by the Permits Officer. Please call the Permits Officer to set an appointment for this inspection and bring your completed application and fee with you.
- Allow at least six weeks for processing.
- Fee is $15.00.

Adult Business Permit

- Allow 45-50 days for this permit.
- Expect to be subjected to a background investigation that will include fingerprint processing through the VA State Police and the FBI.
- Fee is $200.00.
- Renewal fee is $100.00.

Precious Metals and Gems Application
Pawnbroker License Application

- Must have valid County business licenses.
- Precious Metals-Gem applicants must have their scales certified.
- Applicants will be subjected to a background investigation that will include fingerprint processing through the VA State Police and the FBI.
- Precious Metals-Gem applicants are required to carry a $10,000.00 bond.
- Pawnbroker applicants are required to carry a $50,000.00 bond.
- Fee is $200.00.

Event Permits
(Available from Division of Police)

Parade/Marathon Permit
Block Party Permit
Other Outdoor Events (Bicycle, Walks, etc.)

- Allow 30 to 45 days to obtain permits.
- You may be required to hire police officers, depending on how your event affects traffic flow or for crowd control.
- There is no fee for these permits.
- These permit applications are now available online at www.henricopolice.org.
- Click on <Obtaining Permits>. You will see the "Forms links" for the various permits in the right hand column.

Dance Hall Permits

- **Required for all dance hall events open to the public.**
- Obtain this application from the Division of Police.
- Allow at least 30 days for processing the permit.
- Application fee is $200.00.
- Call 501- 7494 for more information.

NOTE: All applications are returned to Police Permits Unit (501-7494.)

Other Permits
(Available from other County Agencies)

Concealed Handgun Permits

- Obtain this application from the Circuit Court.
- Call 501- 4202 for more information.

• Music Festival Permits

- Obtain the application from the County Attorney's Office.
- Call 501- 4676 for more information.

Hours of Operation for Permits Unit

Monday through Friday
8:00 AM to 4:00 PM.
Closed Saturday, Sunday and holidays.

If you still have questions...

Call the Permits Unit at 501-7494.