

# ENTERTAINMENT PERMIT PROGRAM

## INFORMATION AND APPLICATION INSTRUCTIONS

*Please review these instructions carefully before submitting application.*

### Entertainment Permit Requirements

- It is unlawful for any person to provide or permit any entertainment that is open to the public without an Entertainment Permit unless exempt pursuant to Sacramento City Code Section 5.108.040 (Exemption from the Permit Requirement).
- Before issuing an Entertainment Permit the city will conduct a thorough investigation of the application. The city shall either approve or deny the Entertainment Permit application within sixty (60) calendar days of receipt of the **complete** application (including related documentation and approvals) and fees.
- Approved permits must be displayed in a conspicuous place in the entertainment establishment. The permit and related conditions must be immediately produced upon the request of any Police or Code Enforcement officer.
- Entertainment Permits are the property of the city and **may not be transferred**.
- Biennial (2-Year) Entertainment Permits are renewed in accordance with the Sacramento City Code. The permittee is responsible for submitting renewal application prior to permit expiration. The city may approve extending the permit by an additional two years.
- A Special Entertainment Permit is issued when the location does not have a valid entertainment permit and entertainment will only be offered for a limited period.

### Entertainment Permit Process

- Applicants should read Chapter 5.108 of the Sacramento City Code related to Entertainment Establishments.
- Applicants must complete ALL the forms in the application packet and submit all the required support documentation. Incomplete forms will not be accepted or processed.
- **All** applicants must contact the Entertainment Permit office at **916-808-3535** or via e-mail at [entertainpermit@cityofsacramento.org](mailto:entertainpermit@cityofsacramento.org) to schedule an application intake appointment. Applications submitted by mail will NOT be accepted or processed.
- Submission of an application is not a guaranteed permit.
- An application is **deemed completed when all the required application information and support documentation has been submitted and accepted.**
- **Failure to submit the information as required could result in the application being deemed incomplete and subject to denial.**

## Entertainment Permit Fees

- **Application Fees**
  - 2-Year Entertainment Permit - New \$2,230.00
  - 2-Year Entertainment Permit - Renewal \$1,720.00
  - Special Entertainment Permit \$1,820.00
  - Permit Modification Fee \$120.00
- **Fingerprinting/Live Scan Fee**
  - Fingerprinting/Live Scan – per person \$88.00
- Fees are **non-refundable**. Expenditures for remodeling, purchasing equipment, or entering agreements or leases prior to approval is solely at applicant’s risk.
- **All** fees are due when the application is submitted. Applications without all appropriate fees will **NOT** be accepted or processed.

## Required Application Information

### **Applicant and Site Information**

The application must be completed and submitted by the business owner/operator. The following information is required:

- Business/Event Name and Address
- City Business Operation Tax (BOT) Number (Attach copy of certificate)
- Maximum Occupancy
- Proposed Entertainment Activities (e.g. live music, dancing, DJ, karaoke, etc.)
- Proposed age limits
- Days of Week and Hours of Entertainment (2-Year Permit – New or Renewal) OR
- Event Dates and Hours of Operation with event flyer attached (Special Permit)
- Applicant Name, Mailing Address, E-Mail Address, Contact Telephone
- Co-Applicant Name, Mailing Address, E-Mail Address, Contact Telephone (if applicable)
- Property Owner Name, Mailing Address, E-Mail Address, Telephone, and Signature (*applications without property owner signature will NOT be accepted or processed*)

### **Site Information**

- Business Name, Address and County Assessor Parcel Number (APN)
- Alcoholic Beverage Control (ABC) License Type and Number, if applicable (attach copy of license and conditions)
- NEW PERMITS & FLOOR PLAN CHANGES TO RENEWALS: Scalable layout of the entire floor plan and parcel site plan
- Location and number of spaces of dedicated parking spaces
- Any open permits with the Community Development Department
- Any additional information as requested.

### **Manager Information**

- Provide a complete list of people having **management and/or supervision** authority over the proposed entertainment or any business or premises where proposed entertainment is located. This list must include the following information for **each** person:
  - Manager Name
  - Address
  - E-Mail Address
  - Contact Telephone

### **Live Scan Clearance Police Forms**

- Live scan clearance by the Sacramento Police Department is required for any new applicant and/or manager who is not currently listed on a valid entertainment permit.
- Applicants and managers must pay Fingerprinting Fees when submitting Entertainment Permit Application.
- Applicants must contact the Sacramento Police Department at **916-808-0780** to schedule an appointment for a live scan. SPD Permit Application (SPD 384) and Applicant's Descriptive Information (SPD 950)\_forms and copy of receipt must be provided to the Sacramento Police Department for processing.
- **Live scan results may take up to four to six weeks.**
- Live scan must be completed and approved before an application can be deemed complete.
- The application permit may be denied if applicant fails live scan clearance in accordance with the Sacramento City Code.

### **Entertainment Permit Inspection**

- The application process requires on-site inspections by City staff to ensure compliance with building and fire codes. Approval from the appropriate inspectors is required before the application is deemed complete.
- An application may be considered incomplete and subject to denial for failure to have all inspections completed and approved in a timely manner.
- The required inspections will include:
  - Plumbing Mechanical
  - Building and Life Safety
  - Electrical
  - Fire (if business has not passed a recent annual inspection)

# Entertainment Permit Program Checklist

Please use this checklist to assist in the preparation of the application.

Failure to provide required information may result in rejection of the application or delay processing application.

- Entertainment Permit Application: Form**
  - Business information (Name, address, telephone, website)
  - City Business Operations Tax (BOT) Certificate Number
  - Proposed activity information (days, hours, age limits, and type)
  - ABC License Number
  - Event Information (dates, hours) – SPECIAL only
  - Applicant(s) information (Name, address, telephone, e-mail)
  - Site Information (square footage, parking, building permits)
  - Property Owner Signature (**application will NOT be accepted without PO signature**)
  - List ALL managers to be included on permit
  - Applicant and Co-Applicant Initials and Signature
- Entertainment Permit Application: Attachments** (**Documents required for application to be deemed complete**)
  - City Business Operations Tax Certificate
  - ABC License and Conditions
  - Event information with flyer – SPECIAL only (**Attach**)
  - Site Floor Plans - NEW and SPECIAL, Renewal w/changes (**Attach**)
  - Completed SPD Forms 384 and 950 (NEW and SPECIAL)
- Application and Fingerprinting Fees** (**Applications will NOT be accepted without fees**)
  - Application Fee
  - Fingerprinting Fees per Manager (NEW, SPECIAL, ADDED)
- Email [entertainpermit@cityofsacramento.org](mailto:entertainpermit@cityofsacramento.org) to schedule application appointment.**