



DAVIS POLICE DEPARTMENT
ENTERTAINMENT PERMIT APPLICATION

2600 5th Street, Davis, CA 95618
Phone: 530-747-5490 / Fax: 530-757-7102

ENTERTAINMENT PERMIT - INFORMATION AND APPLICATION INSTRUCTIONS

Please review these instructions carefully before submitting application.

Entertainment Permit Requirements

- Applications for permits, including permits for special events, shall be written by the applicant under penalty of perjury, filed with the police chief on the proper forms and shall contain all of the requirements pursuant to Davis Municipal Code Section 11.03.020.
- Before issuing an Entertainment Permit the city will conduct a thorough investigation of the application.
- The city shall either approve or deny a regular Entertainment Permit application within thirty (30) calendar days of receipt of the complete application (including related documentation and approvals) and fees. Special event permits will be approved or denied in 10 days.
- Once the permit is approved, it 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 shall be renewed in accordance with the Davis Municipal Code. The Permittee is responsible for submitting renewal application at least 14 days prior to permit expiration.
- In accordance with Davis Municipal Code Section 11.01.020 (Definitions), a Special Event Permit is issued when the location is not the subject of an existing entertainment permit and entertainment will only be offered for a limited period of time.

Entertainment Permit Process

- Applicants should read [Chapter 11 of the Davis Municipal Code](#) related to Entertainment Establishments.
- Applicants must complete ALL of the forms in the application packet. Incomplete forms will not be accepted or processed.
- **All** applicants (regular, renewal, and special) must contact the Entertainment Permit Staff at 530-747-5490 or via e-mail at entertainmentpermit@davispd.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 of the required application information as described below 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 *(effective April 2016)*

- Application Fees
 - 2-Year Entertainment Permit - Regular \$819.00
 - 2-Year Entertainment Permit - Renewal \$408.00
 - Special Entertainment Permit \$147.00
- Fingerprinting Fee (2-Year permits)
 - Fingerprinting – per person \$48.00

- Fees are **non-refundable**. Expenditures for remodeling, purchasing equipment, or entering into agreements or leases prior to approval is solely at applicant's risk.
- **All** fees are due when application is submitted. Applications without all appropriate fees will **NOT** be accepted or processed.

Required Application Information

Entertainment Permit Application: Part A - Applicant and Site Information

The application must be completed and submitted by the business owner/operator. Incomplete or missing information may delay processing of application. The following information is required:

- Business Name/Event Name and Address
- Business Type
- City Business License (Attach copy)
- Maximum Occupancy
- Proposed Entertainment (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, Telephone Number
- Name, Mailing Address, E-Mail Address, Telephone Number of any person, business or other entity having at least a 10% ownership interest in the entertainment establishment.
- Property Owner Name, Mailing Address, E-Mail Address, Telephone, and Signature (*applications without property owner signature will NOT be accepted or processed*)
- Alcoholic Beverage Control (ABC) License Type and Number, if applicable (attach copy of license and conditions)
- Statement of Intent (detailed description of proposed activities)
- Scalable (1/4" or 1/8": Foot) 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.

Entertainment Permit Application: Part B - Manager Information

- Provide a complete list of persons 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:
 - ◆ Employee Name,
 - ◆ Address
 - ◆ E-Mail Address
 - ◆ Contact Telephone.
- Provide a complete list of proposed **security** companies.
 - The following information should be included for each company:
 - ◆ Company Name
 - ◆ Contact Person
 - ◆ Address
 - ◆ Telephone

Police Forms and Fingerprinting – Applicant’s Descriptive Information form

- Applicant Descriptive Information forms must be submitted for **all** applicants, managers, supervisors and responsible persons listed as part of a regular application and for all manager, supervisor and responsible persons additions as part of a renewal application. Applications that fail to include this form for each appropriate employee will NOT be accepted.
- All answers must be accurate and completed in full. The permit may be denied, suspended, or revoked if the applicant makes a false statement in the application or for reasons specified in the Davis Municipal Code.
- Applicants for regular permits must contact the Davis Police Department at 530-747-5400 to arrange fingerprinting.
- Background checks must be completed and approved before an application can be deemed complete.

Entertainment Permit Inspection: As part of the application process, each applicant must have an inspection of the site by City staff.

- Initial inspection will be scheduled by City staff. This inspection will include:
 - ◆ Building Life and Safety
 - ◆ Fire Prevention, Electrical
 - ◆ Zoning
- As part of the application process and before the application is deemed complete, the applicant must obtain approval from the appropriate inspectors.
- Failure to have all inspections completed and approved in a timely manner may be considered as a withdrawal of the application and subject to denial.

Entertainment Permit Application Checklist

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

- Entertainment Permit Application: Part A - Applicant & Site Information**
 - Complete business information (Name, address, telephone, website)
 - City Business License **(Attach)**
 - Complete proposed activity information (days, hours, age limits, and type of entertainment)
 - ABC License and Conditions **(Attach)**
 - Event information with flyer – SPECIAL only **(Attach)**
 - Complete applicant information (Name, address, telephone, e-mail)
 - Site Floor plans - NEW and SPECIAL, Renewal w/changes **(Attach)**
 - Property Owner Signature
 - Applicant and Co-Applicant Initials and Signature
 - Application Fee
 - Fingerprinting Fee (NEW)

- Entertainment Permit Application: Part B - Responsible Information**
 - List ALL managers, supervisors and responsible persons to be included on permit
 - Completed Applicant Descriptive Information forms for each responsible person
 - Fingerprinting Fees per responsible person

- Contact** 530-747-5400 or EntertainmentPermit@davispd.org