SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
Telephone No.: (619) 531-2250

ARCADE INFORMATION SHEET

An arcade consists of six (6) or more games of skill and/or amusement.
No permit will be issued to any arcade located within 300 feet of any school.

San Diego Municipal Code, Section 33.0101(c) requires the applicant to have a valid police permit to operate a business designated as police regulated. You are responsible for being familiar with and complying with the rules and regulations related to Commercial Amusement Establishments. Copies of the Commercial Amusement Establishment Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street (2nd Floor), Phone: (619) 533-4000 or via the City's website: www.sannet.gov (Department, City, Clerk, Documents, Municipal Code) SDMC Chapter 3, Article 3, Division 16 and Divisions 1-5.

ALL NEW APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE POLICE PERMITS & LICENSING OFFICE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

YOU MUST FIRST OBTAIN ALL OF THE FOLLOWING ITEMS:

- **POLICE PERMIT APPLICATION and BUSINESS ADDENDUM** - Each corporate officer or partner is deemed an applicant and must provide an application. An applicant who is a corporation or partnership shall designate one (1) of its officers or general partners to act as its Responsible Managing Officer. The Responsible Managing Officer may complete, sign and submit the Business Addendum only on behalf of the corporate officers and partners. A criminal records check will be made on each applicant. A thirty (30) calendar day investigation period begins at the time the complete application is submitted. Applications must be submitted in person or may be submitted by the Responsible Managing Officer.
- **STATEMENT OF UNDERSTANDING** – Read, initial each line, sign and date.
- **BUSINESS TAX CERTIFICATE** – This can be obtained from the San Diego City Treasurer's Office, 1200 Third Avenue, 1st Floor, San Diego, CA 92101, Telephone No.: (619) 615-1500.
- **PERMIT FEE - $100.00**. Only cash, check, cashier's check, or money orders are accepted. Make checks payable to the "**CITY TREASURER"** (no out of state checks). The application fee covers the cost of investigating and processing the application and is non-refundable.
- A criminal records check will be made on each applicant.
- **IDENTIFICATION** – A valid Government issued photo identification card (i.e. driver's license or military ID).
- **NOTE:** The granting of a police permit does not relieve the applicant from obtaining all appropriate approvals required by the City of San Diego, State, or Federal law. The granting of a permit does not relieve a permittee from the permittee's obligation to comply with all applicable Local, State, and Federal laws, including those related to building, zoning, fire, and other public safety regulations. The granting of a police permit does not vest any development rights in the property or business (SDMC 33.0309). In order to legally operate your business and to establish that your business location is suitable, it is **strongly recommended** that you first obtain the following:
    - **ZONING APPROVAL** – This can be obtained from the City of San Diego Development Services, 1222 First Avenue, 3rd Floor, San Diego, CA 92101, Telephone No.: (619) 446-5000.
    - **FIRE MARSHAL APPROVAL** – This can be obtained from the San Diego Fire Prevention Bureau, 1010 Second Avenue, 3rd Floor, San Diego, CA 92101, Telephone No.: (619) 533-4400.