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

ENTERTAINMENT - AFTER HOURS ON-GOING
VENUE OPEN 2:00 AM – 6:00 AM

San Diego Municipal Code, section 33.0101(c) states you must have a valid police permit to operate a business designated as police regulated. **Applications must be submitted to the Police Permits and Licensing Unit.** You are responsible for being familiar with and complying with the rules and regulations related to After Hours establishments. Copies of the After Hours 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/ SDMC Chapter 3, Article 3, Division 8 and Divisions 1-5.

In order to legally operate your business and to establish that your business location is suitable, it is suggested that you first obtain the following:

- A copy of your **BUSINESS TAX CERTIFICATE** from San Diego City Treasurer's Office, 1200 Third Avenue (1st Floor), San Diego, CA 92101 - Phone (619) 615-1500 or website: www.sannet.gov/treasurer.

- A copy of your **CONDITIONAL USE PERMIT,** if applicable.

- A copy of your **ALCOHOLIC BEVERAGE CONTROL license (with conditions)** from the State of California Department of Alcoholic Beverage Control, 1350 Front Street (Room 5056), San Diego, CA 92101, Phone (619) 525-4064 (This license is needed if your event will serve alcohol).

- **FIRE MARSHAL APPROVAL Should be shown on the bottom of the police application.** Can be obtained from San Diego Fire and Life Services, 1010 Second Avenue (3rd Floor), San Diego, CA 92101, Phone (619) 533-4400 or city website: www.sannet.gov/fireandems/inspections/index.shtml.

- **ZONING APPROVAL Should be shown on the bottom of the police application.** Can be obtained from the City of San Diego Development Services, 1222 First Avenue (3rd Floor), San Diego, CA 92101 - Phone (619) 446-5000 or website: www.sannet.gov/development-services/industry/zoninginfo.shtml.

- A completed **POLICE PERMIT APPLICATION** for each owner, partner or corporate officer and an **ENTERTAIMENT PERMIT BUSINESS ADDENDUM**

- **STATEMENT OF UNDERSTANDING** – Read, initial each line, sign and date.

- A copy of the **ARTICLES OF INCORPORATION** from the State of California must be submitted, if a corporation is applying.

- **PERMIT FEE** - (Cash, cashier's check or money order) for the Regulatory Fee for **On-Going Venue of $494.00** annually payable to **CITY TREASURER**.

- **MINIMUM DISTANCE REQUIREMENT** - There is a minimum distance requirement that the establishment must be 300 feet from any single-family or multi-family residence. The Chief of Police may grant a waiver of the minimum distance requirement. To request a waiver the applicant must provide written evidence that either:

    1. The households within 300 feet of the premise are aware of the application for the After Hours Permit and have no objection to the grant of the permit; or,
    2. Reasonable attempts were made to notify them and there was no response by the households.

- No **OUT OF STATE** checks will be accepted.
- A criminal records check will be made on each applicant.
- A 30-day investigation period begins at the time each completed application is submitted.
- Contact entertainment@pd.sandiego.gov if you have any questions