SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250

ENTERTAINMENT PERMIT
SINGLE (ONE-TIME) EVENT

San Diego Municipal Code, Section 33.0101(c), states you must have a valid police permit to operate a business designated as police regulated. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** You are responsible for being familiar with and complying with the rules and regulations related to Entertainment. Copies of the Entertainment Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Ph. # (619) 533-4000 or via the City's website: SDMC Chapter 3, Article 3, Division 15, Division 2 and Divisions 1-5).

******Single Event**-Means any event occurring alone or as part of another business, to which the public is invited or allowed to watch, listen, or participate, or purposes of holding the attention and amusing guests or patrons for the following:

a) Presentations by single or multiple performers; comedians, musical song or dance acts, plays, concerts, sporting events, carnivals, rodeos, or circus acts.

The granting of a police permit does not relieve the applicant from obtaining all appropriate approvals required by the City of San Diego, or 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 suggested that you first have the following:

FIRE MARSHAL APPROVAL can be obtained from San Diego Fire and Life Services, 1010 Second Avenue (3rd Floor), San Diego, CA 92101 - Phone (619) 533-4400 or www.sannet.gov/fireandems/inspections/index.shtml.

PLEASE PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE SINGLE EVENT PERMIT:

- **POLICE PERMIT APPLICATION, BUSINESS ADDENDUM and EVENT DESCRIPTION & SITE DIAGRAM**
- **STATEMENT OF UNDERSTANDING-** Must be signed, dated and included with application.
- **FOR PROFIT: ALCOHOLIC BEVERAGE CONTROL LICENSE (with copy of Cnditions)** from the State of California Department of Alcoholic Beverage Control, 1350 Front Street, Room 5056, San Diego, CA 92101 - Phone (619) 525-4064.
  NOTE: The conditions have to specify that entertainment is allowed.
- **NON-PROFITS: ALCOHOLIC BEVERAGE CONTROL LICENSE APPLICATION (ABC FORM 221)** from the State of California Department of Alcoholic Beverage Control, 1350 Front Street, Room 5056, San Diego, CA 92101 - Phone (619) 525-4064.
- **IDENTIFICATION** – Copy of valid government issued picture ID (driver's license or military ID).
- **BUSINESS TAX CERTIFICATE** can be obtained from the San Diego City Treasurer's Office, 1200 Third Avenue, 1st Floor, San Diego, CA 92101 - Phone (619) 615-1500.
- **OVERALL EVENT DESCRIPTION/SITE DIAGRAM**
- **SINGLE OCCASION EVENTS PERMIT FEE:**
  NO FEE REQUIRED– 49 PERSONS OR LESS
  $175.00 - PER EVENT - 50 OR MORE PERSONS

  NO CHARGE FOR NON-PROFIT ORGANIZATIONS, NON-PROFIT DOCUMENTATION MUST BE PROVIDED.

PLEASE NOTE:

- **NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED FOR SINGLE OCCASION EVENTS – CASH, CASHIER'S CHECK OR MONEY ORDER ONLY, PAYABLE TO THE "CITY TREASURER".**
- **SINGLE OCCASION EVENTS - MUST BE SUBMITTED 30 DAYS PRIOR TO THE EVENT.** Per **SDMC #33.0302 (C)** any application submitted less than thirty calendar days prior to the single occasion event.
  1. May be rejected if the background investigation cannot be completed and will be subject to a penalty fee of an additional 100 percent of the application fee.
  2. Any application submitted within three business days of the event will be automatically rejected.
- A criminal records check will be conducted on each applicant.
- A 30-day investigation period begins at the time each application is submitted.