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

PROMOTER

San Diego Municipal Code (SDMC), Section 33.0101(c), states you must have a valid police permit to operate a business designated as police regulated. SDMC section 33.0703 states it is unlawful to operate as a promoter without a police permit**.** You are responsible for being familiar with and complying with the rules and regulations related to Promoters. Copies of the Promoters Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, telephone (619) 533-4000 or via the City's website: www.sannet.gov/ (Department, City Clerk, Documents, Municipal Code) SDMC Chapter 3, Article 3, Division 7 and Divisions 1-5.

New applications must be submitted in person at the Permits and Licensing Unit.

"Promoter" - means a person who contracts for or arranges a venue to provide any police-regulated activity, and who is responsible for or organizes the presentation of the activities or events. Promoter does not include the permittee of a licensed police-regulated business when the permittee is contracting directly for services from another for an event at the venue owned by the permittee. Exemptions: Promoters of theatrical, athletic, educational, religious, civic, charitable, political, and other similar events are exempt from this Division. Promoters of circuses, rodeos, and carnivals are exempt from this Division. Promoters who are exempt from taxation pursuant to Sections 501(c) 3, 501(c) 4, and 501(c) 6 of the Internal Revenue Code are exempt from this Division. Obtaining a special events permit does not exempt the promoter from obtaining a promoter's permit. **"Venue"** - means any location where the general public is invited for the purpose of viewing or engaging in any police-regulated activity.

Please provide the following when submitting your application: (Incomplete applications will not be accepted.)

- **BUSINESS TAX CERTIFICATE** can be obtained from the San Diego City Treasurer's office, 1200 Third Ave. (1st.Floor) San Diego, CA 92101- Phone (619) 615-1500.

- **APPLICATION** and **BUSINESS ADDENDUM**. - Police permit application. A 30-day investigation period begins at the time each application is submitted. A criminal records check will be made on each applicant.

- **STATEMENT OF UNDERSTANDING**- Please read sign and date.

- **LIVE SCAN FINGERPRINTS are required** for all new applicants. Fill out the attached "Request for Live Scan Service" form and bring it with you to the Live Scan agency. **See attached list** of locations. **Note:** Completed Live Scan fingerprints must be submitted with the application within **thirty days**.

- **PERMIT FEES**. Please make checks (no out of state), cashier's checks, and money orders payable to **City Treasurer**. Investigation fees cover the cost of investigating and processing the application and are non-refundable.

Permit Fee:	$310.00
Photo Fee:	$ 15.00
Total:	$325.00

- **IDENTIFICATION** - A current government issued picture identification card (driver's license or military I.D.) is required.

EVENT INFORMATION TO BE SUBMITTED TO CHIEF OF POLICE - The promoter of any police-regulated activity is required to provide the following information to the Chief of Police a minimum of **TEN (10) calendar days** prior to an event:

(a) The date and time of the event;
(b) The expected attendance;
(c) The name of the entertainer or entertainment group;
(d) Proof that security requirements will be met;
(e) Name and phone number of two persons supervising the on-site activity;
(f) Age group of attendees; and,
(g) Whether alcohol will be served.