



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING



CARD ROOM BUSINESS INFO SHEET

San Diego Municipal Code, Section 33.0101(c), states you must have a valid police permit to engage in a business or occupation designated as police regulated. You are responsible for being familiar with and complying with the rules and regulations related to Card Rooms. Copies of the Card Room 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: <http://www.sandiego.gov> (Department, City Clerk, Documents, Municipal Code), [SDMC Chapter 3, Article 3, Divisions 1-5, and 39](#).

ALL NEW APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE OFFICE OF THE CITY TREASURER located at 1200 Third Avenue, Suite 100, San Diego, CA 92101. For questions, contact the Business Tax Program at (619) 615-1500.

Note: Regulation and enforcement will continue to be performed by SDPD.

YOU MUST PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE ABOVE MENTIONED POLICE PERMIT **INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED**

- **POLICE PERMIT APPLICATION** - Only one of the owner/officers must complete the Police Permit Application. A criminal records check will be made on the applicant. A 30-day investigation period begins at the time the complete application is submitted.
- **BUSINESS ADDENDUM** - Each additional corporate officer or partner is deemed an applicant and must complete a Business Addendum application. An applicant who is a corporation or partnership shall designate one of its officers or general partners to act as its responsible managing officer. The responsible managing officer may complete, sign and submit all applications on behalf of the corporate officers and partners. A criminal records check will be made on each applicant. A 30-day investigation period begins at the time the complete application package is submitted.
- **STATEMENT OF UNDERSTANDING** - Read, initial each line, sign and date.
- **BUSINESS TAX CERTIFICATE** - City of San Diego Business Tax Certificates can be obtained from the City Treasurer's Office located at 1200 Third Avenue, 1st Floor, San Diego, CA 92101, Telephone No.: (619) 615-1500.
- **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:
 - o **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.
 - o **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.
- **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.) **The completed "Request for Live Scan Service" form is valid for only thirty (30) from the date your fingerprints were taken. After thirty (30) days you will be required to re- do your Live Scan fingerprints.**
- **PERMIT FEE** - Cash and checks are accepted. Please make checks, money orders and cashier's checks payable to the City Treasurer. **NO THIRD PARTY OR OUT OF STATE CHECKS WILL BE ACCEPTED.** The permit fee covers the cost of investigating and processing the application and is non-refundable.

1=	\$2,733	2=	\$5,466	3=	\$8,199	4=	\$10,932	5=	\$13,665	6=	\$16,398
7=	\$19,131	8=	\$21,864	9=	\$24,597	10=	\$27,330	11=	\$30,063	Maximum of 11 Tables	

In addition to the annual PD Regulatory fee, all permits are assessed a non-refundable application fee. The application fee consists of a \$15 investigative fee (background review) for one Owner/Officer (\$15 per additional owner/officers) and a \$41 application fee for new permits (\$37 at time of renewal).



POLICE PERMIT APPLICATION

SUBMIT FORM IN PERSON AT:
OFFICE OF THE CITY TREASURER
1200 THIRD AVE SUITE 100, SAN DIEGO, CA 92101
(619) 615-1500



PERMIT TYPE: _____ BUSINESS TAX CERTIFICATE #: _____

Ownership Type

Sole Proprietor Partnership Corporation LLC Other _____

<i>Applicable to Entertainment Industry Only</i>		LIVE ENTERTAINMENT:
AGE GROUP	EXPECTED ATTENDANCE _____	CIRCLE WHICHEVER APPLIES
18 and UP <input type="checkbox"/>	0 - 49 persons <input type="checkbox"/>	DANCING KARAOKE LIVE BAND D.J. OTHER
21 and UP <input type="checkbox"/>	50 or more persons <input type="checkbox"/>	

Applicant's Full Name: _____
Last First Middle

Date of Birth: _____ Driver's License/ID #: _____ State: _____

Other Names (Maiden, Alias, Etc.): _____ Stage Name (A/E): _____

Residence Address: _____ City, State, Zip: _____

Mailing Address: _____ City, State, Zip: _____

Business Phone #: _____ Cell Phone #: _____

Email Address: _____

Social Security #: _____ Place of Birth: _____
City/State/Country

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____

Business Where Applicant Expects to be Employed (Applicable to Adult Entertainers, Massage, HHP):

Business Name: _____

Business Address: _____ City, State, Zip Code: _____

LIST ALL FICTITIOUS NAMES THE BUSINESS WILL OPERATE OR ADVERTISE UNDER:

	FICTITIOUS NAME	PHONE #
1		
2		
3		

FOR OFFICE USE ONLY

App. Date: _____ Permit Number: _____ Received by: _____ Live Scan Rec: _____

Records Check: _____ RI01 ok or _____
Initials/ID #

Approving Officer: _____ Date: _____

IF APPLICANT IS A CORPORATION:

NAME OF CORPORATION AS SHOWN IN ARTICLES OF INCORPORATION OR CHARTER	DATE OF INCORPORATION	STATE OF INCORPORATION

NAMES AND RESIDENCE ADDRESSES OF EACH CURRENT CORPORATE OFFICER, DIRECTOR, OR PARTNER (INCLUDING LIMITED PARTNERS):
(ADDITIONAL OWNERS/OFFICERS MUST COMPLETE OWNER/OFFICER ADDENDUM)

NAME	TITLE

LIST FULL TRUE NAME AND ANY OTHER NAMES USED BY THE OWNERS AND ANY PERSONS WHO EXERCISE CONTROL OVER THE OPERATION, MANAGEMENT, DIRECTION OR POLICY OF THE BUSINESS, OR WHO ARE RESPONSIBLE FOR THE DAILY OPERATION OF THE BUSINESS:

	FULL NAME	TITLE
1		
2		
3		
4		
5		

APPLICANT'S PREMISES ARE £ OWNED £ LEASED/RENTED

IF RENTED OR LEASED, PLEASE PROVIDE THE NAME AND ADDRESS OF THE PROPERTY OWNER(S):

PROPERTY OWNER'S NAME	PROPERTY OWNER'S ADDRESS	PHONE #

1. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years.
IF NONE, INITIAL HERE: _____

1.	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD		CITY AND STATE
			From	To	
2.			From	To	
3.			From	To	
4.			From	To	
5.			From	To	

2. **Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? (Circle One) Yes - No**

If yes, please complete below:

CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.		
2.		
3.		

3. **List all criminal convictions, excluding infractions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).**

IF NONE, INITIAL HERE: _____

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			

*For additional info in any section, please use separate sheet(s).

APPLICANTS: It is the responsibility of the permit holder to renew the permit no later than fifteen (15) calendar days after the expiration date on the permit. Failure to renew on time will result in a penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within the following calendar month after the due date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. Any outstanding balance (PD or Business Tax fees) may be referred to our Delinquent Accounts Program.

A police permit is required for any person or entity engaged in any occupation or business deemed to be police regulated, as set forth in Chapter 3, Article 3 of the San Diego Municipal Code, <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>. Under penalty of perjury, applicant understands and agrees: To abide by all federal, state, and local laws; Applicant consents to inspection by the Chief of Police per SDMC § 33.0103; Applicant is aware the investigation fee is non-refundable per SDMC § 33.0307; Applications must be complete and truthful; Applicant will not willfully make a false statement or fail to report any material fact in the application per SDMC § 11.0401(b); Any changed circumstance which would have been grounds for denial of the application is grounds for denying a renewal application; Failure to disclose any material circumstance, whether or not such circumstance would have been grounds for denial, is grounds for denying a renewal permit.

To review Grounds for Denial, please refer to SDMC §33.0305 of the San Diego Municipal Code or specific industry code sections which may be accessed at the web address referenced above.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT



San Diego Police Department - Permits and Licensing Unit
1400 'E' Street, MS 735
San Diego, CA 92101
Telephone No.: (619) 531-2250



CARD ROOM WORKER
Statement Of Understanding
Operating Requirements And Regulations

1. Name of Business where you will be working: _____
2. Name of Person who hired you: _____

PLEASE READ CAREFULLY: Card rooms in the City of San Diego are governed and regulated by the State of California's Gaming Regulations, the California Penal Code, and by the San Diego Municipal Code, Sections 33.3901 through 33.3923. You are responsible for being familiar with and complying with the rules and regulations related to card rooms. Copies of the Card room 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: [SDMC Chapter 3, Article 3, Division 39 and Divisions 1-5.](#)

Section 33.3911 provides:

It shall be unlawful to operate a card room in violation of any of the following regulations and rules:

- (b) All card games that are lawful in the State of California and approved by the Division of Gambling Control of the State Department of Justice shall be allowed to be played in any card room.
- (d) Not more than nine players shall be permitted at any one card table.
- (f) No minor shall be permitted at any card table, or participate in any game thereat.
- (g) All card rooms shall be closed at 2:00 a.m., and shall remain closed until 9:00 a.m. of every day.
- (h) All card rooms shall be open to police inspection during all hours of operation.

Section 33.3914 provides:

Each card table shall have assigned to it a person whose duty shall be to supervise the game and see to it that it is played strictly in accordance with the terms of this Division and with the provisions of the Penal Code of the State of California. It shall be unlawful for any permittee, manager, employee, or any other person employed by or having any financial interest in any establishment holding a license under the provisions of this Division, to be physically present at any time upon said premises without his or her identification card identifying him or her with the card room. Such identification card is to be prominently displayed on the outermost garment at approximately chest height, and such identification card shall, at all times, be readable, legible, and in good condition.

No employee shall be allowed to commence work or remain upon said licensed premises who does not possess an identification card as issued by the Chief of Police.

I have read and understand the requirements listed above. If I have any questions regarding these requirements or about my employment in a card room, I understand that I may schedule an interview with a Police Code Compliance Officer.

Signature _____ Printed Name _____ Date _____

POLICE PERMIT APPLICATION – OWNER/OFFICER ADDENDUM



SUBMIT FORM IN PERSON AT:
OFFICE OF THE CITY TREASURER
1200 THIRD AVE SUITE 100, SAN DIEGO, CA 92101
(619) 615-1500



PLEASE COMPLETE ALL SECTIONS IF APPLICABLE
(TYPE OR PRINT LEGIBLY)

PERMIT TYPE: _____ BUSINESS TAX CERTIFICATE#: _____

Applicant Title: Partner Corporate Officer Other: _____

Applicant's Full Name: _____
Last First Middle

Date of Birth: _____ Driver's License/ID #: _____ State: _____

Residence Address: _____ City, State, Zip Code: _____

Mailing Address: _____ City, State, Zip Code: _____

Residence Phone #: _____ Cell Phone #: _____

Business Name: _____ Email Address: _____

Social Security #: _____ Place of Birth: _____

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____

Business Where Applicant Expects to be Employed

Business Name: _____

Business Address: _____ City, State, Zip Code: _____

1. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years.

IF NONE INITIAL HERE: _____

TYPES OF LICENSE	LICENSE NUMBER	DATES HELD	CITY AND STATE
1.		FROM TO	
2.		FROM TO	
3.		FROM TO	

FOR OFFICE USE ONLY

Application Date: _____ Corresponding Permit #: _____ Received by: _____ Live Scan Rec: _____

Records Check: _____ RI01 OK or: _____

Approving Officer: _____ Date: _____

2. **Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? (Circle One) Yes - No**

If yes, please complete below:

CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.		
2.		
3.		

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1			
2			
3			
4			
5			
6			

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DATE OF APPLICATION

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REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

ORI: CA0371100 Type of Application: Permits and Licensing
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

San Diego Police Department 08228
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)

P.O. Box 121431- MS 735 _____
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)

San Diego California 92112-1431 (619) 531-2250
City State Zip Code Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

Alias: _____ Driver's License No: _____
Last First

Date of Birth: _____ Sex: Male Female Misc. No. BIL - APPLICANT TO PAY
Agency Billing Number

Height: _____ Weight: _____ Misc. Number: _____

Eye Color: _____ Hair Color: _____ Home Address: _____
Street No. Street or PO Box

Place of Birth: _____
City, State and Zip Code

Social Security Number: _____

Your Number: _____
OCA No. (Agency Identifying No.)

If resubmission, list Original ATI Level of Service: DOJ FBI
 Number: _____

Employer: (Additional response for agencies specified by statute)

Not Applicable
 Employer Name

Street No. _____ Street or PO Box _____ Mail Code (five digit code assigned by DOJ) _____
 City _____ State _____ Zip Code _____ () _____
Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____
Name of Operator Date

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____

Live Scan Fingerprint Information

Municipal Code §33.0304 - Applicant and Employees to Furnish Fingerprints and Photographs

For the purpose of investigation and for regulation of the occupation or business during the time it is licensed, applicants, *responsible persons*, managers, or *employees* may be required to furnish their fingerprints and photographs. ***Fingerprints must be taken by a governmental agency.*** The *Chief of Police* shall forward the fingerprints to the Identification Division of the State of California, Department of Justice, or the Federal Bureau of Investigation, for identity confirmation and criminal histories.

The following are acceptable US Governmental Agencies located in San Diego County:

CHULA VISTA

Chula Vista Police Department
315 Fourth Street
Chula Vista, CA 92010
(619) 409-5954
M - F (8am-12pm) **Appointments Only**
M - F (1pm-4pm) **Appointments Only**
www.chulavistapd.org

ESCONDIDO

Escondido Police Department
700 W Grand Ave
Escondido, CA 92025
Contact: (760) 839-4431
M - Thur (9:00am-3:30pm) **Appointments Only**

SAN DIEGO

San Diego City Schools Police Services/EOC Bldg
4100 Normal St
San Diego, CA 92103-2682
(619) 725-7015 **Appointments**
(619) 725-7014 (Information)
M - F (8:30am-12pm) **Walk In**
M - F (2pm-4pm) **Appointments Only**
Not open to general public on Monday's
Closed School Holidays

SAN DIEGO

San Diego State University
5500 Campanile Dr
SSE-1410
San Diego, CA 92182
(619) 594-3193
M - F (9am-3pm) **Appointments Only**

SAN DIEGO - LSID X54/ML1

San Diego Community College Police
1536 Frazee Road, 1st Floor
San Diego, CA 92108
Contact: (619) 388-6416
M-Th (7:30am-5pm) **Wlk**
F (7:30am-12 noon) **Wlk**
E-mail address: dpicou@sdcc.edu

LA JOLLA

UCSD Police Department
9500 Gilman Dr #0017
La Jolla, CA 92093
(858) 534-4361 **Appointments Only**
M - F 9am-3pm