



## SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING

### LIVE ENTERTAINMENT SINGLE (ONE-TIME) EVENT



San Diego Municipal Code, Section 33.0101(c), states that you must 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 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, Telephone # (619) 533-4000 or via the City's website: <https://www.sandiego.gov/city-clerk/officialdocs/municipal-code>.

\*\*\*\*\***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.

New applications may be submitted in person at the Office of the City Treasurer located at:  
**1200 Third Avenue, Suite 100, San Diego, CA 92101**

Mailing Address: **SDPD Permits, P.O. Box 122289, San Diego, CA 92112-2289**

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**

- **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).
- **POLICE PERMIT APPLICATION** - Fill out the application completely. 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** - You must submit a signed statement of understanding with your application.
- **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, (619) 525-4064. This license is needed if your event will serve alcohol.  
**For Non-Profit & For-Profit businesses. NOTE: Conditions must specify that entertainment is allowed.**
- **CONDITIONAL USE PERMIT**, if applicable.
- **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. **(If conducting business in City limits more than 6 days per calendar year)**
- **CORPORATE ARTICLES, LIMITED PARTNERSHIP DOCS, OR FICTITIOUS BUSINESS NAME STATEMENT** - Applicable documentation as filed with State of California and/or County of San Diego.
- **OVERALL EVENT DESCRIPTION/SITE DIAGRAM**
- **IDENTIFICATION** - Copy of valid government issued picture ID (driver's license or military ID).
- **FEES** - Cash, checks, and credit cards are accepted. Please make checks, money orders, and cashier's checks payable to the **City Treasurer**.  
In addition to the annual PD Regulatory fee, all new and renewal permits are assessed a non-refundable Application Fee\*. The application fee consists of a \$24 investigative fee (background review) per owner/officer and a \$63 administrative fee (\$59 at the time of renewal).

**No charge for Non-Profit Organizations with proper documentation**

**\$372.00** - Regulatory Fee / Live Entertainment Single Event (50+ persons)

**\$87.00** - \*Application Fee

**\$459.00** - Total

- **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.



# 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 \_\_\_\_\_

*Applicable to Entertainment Industry Only*

**LIVE ENTERTAINMENT:**

AGE GROUP EXPECTED ATTENDANCE \_\_\_\_\_  
18 and UP ☐ 0 - 49 persons ☐  
21 and UP ☐ 50 or more persons ☐

**CIRCLE WHICHEVER APPLIES**

DANCING KARAOKE LIVE BAND D.J. OTHER

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, Escorts, Tobacco Retailers, Peep Shows):

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: \_\_\_\_\_  
Initials/ID #

☐ RI01 ok or \_\_\_\_\_

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:*** \_\_\_\_\_

	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD	CITY AND STATE
1.			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 denied, suspended or revoked? ☐ Yes ☐ No

If yes, please complete below:

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

3. List all criminal convictions, including convictions in another state and those under appeal. Include pleading of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere* or no contest. Expunged convictions must be listed per California Penal Code section 1203.4(a). Infractions are excluded.

**IF NONE, INITIAL HERE:** \_\_\_\_\_

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1.			
2.			
3.			
4.			

\*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.

**INITIAL HERE:** \_\_\_\_\_

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; Consent to inspection by the Chief of Police per SDMC § 33.0103; 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.

**INITIAL HERE:** \_\_\_\_\_

To review grounds for denial, please refer to Municipal Code section 33.0305. Municipal Code or specific industry code sections 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**



# 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 denied, suspended or revoked? ☐ Yes ☐ No

If yes, please complete below:

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

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\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE OF APPLICATION

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## ENTERTAINMENT ESTABLISHMENT STATEMENT OF UNDERSTANDING

1. Name of business: \_\_\_\_\_
2. Name of Owner: \_\_\_\_\_

**Live Entertainment is regulated by the San Diego Municipal Code, Sections # 33.1501 through #33.1514. You are responsible for being familiar with and complying with the rules and regulations related to live entertainment at your business. Copies of the Entertainment Establishment Ordinance and General Provisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2<sup>nd</sup> Floor, Telephone # (619) 533-4000 or via the City's website:**

**[SDMC Chapter 3, Article 3, Division 15 and SDMC Chapter 3, Article 3, Division 4, Section 2.](#)**

When providing live entertainment you are responsible for all of the following rules and regulations:

#33.1501- You will be held responsible for controlling patron conduct in and around your business, making adequate provisions for crowd control. You are responsible to minimize disturbances as a result of the operation of entertainment.

#33.1503- You must have your entertainment permit at your business and readily available to Vice and/or police personnel whenever requested.

#33.1510- The owner and/or manager on duty shall be responsible for the orderly dispersal of individuals from the vicinity of the establishment at closing time, and shall not allow congregation inside or outside establishment.

#33.1513- The owner will be responsible to enforce the conditions placed on entertainment permit relating to the operation and type of business.

#33.0401-#33.0406- Regulatory action may be taken against your entertainment permit if violations of the San Diego Municipal Code Entertainment Sections occur.

#33.0308-(A)-(J)- It is the owner's responsibility to renew the entertainment permit by the expired date. If renewal applications are submitted within less than thirty days, but more than ten calendar days after the due date, an additional \$25 plus ten percent of the regulatory fee will be due to complete the application for renewal.

**I have read and understand the requirements listed above. If I have any questions regarding these requirements, I understand that I may call and speak with a Police Code Compliance Officer about any questions or concerns I might have regarding my entertainment permit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## OVERALL EVENT DESCRIPTION & SITE DIAGRAM

Please provide a detailed description of your event and attach a site diagram.

Location of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

[illegible]