



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING



PROMOTER INFORMATION SHEET

San Diego Municipal Code, 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 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: <http://www.sandiego.gov> (Department, City Clerk, Documents, Municipal Code), [SDMC Chapter 3, Article 3, Divisions 1-5, and 7.](#)

“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. SDMC section 33.0703 states it is unlawful to operate as a promoter without a permit.

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](#) - Fill out the application completely. A thirty (30) day investigation period begins at the time the application is submitted. A criminal records check will be made on each applicant.
- [STATEMENT OF UNDERSTANDING](#) - You must submit a signed statement of understanding with your application.
- [LIVE SCAN FINGERPRINTS](#) - **Required** for all new applicants. The San Diego Municipal Code states Fingerprints must be taken by a Governmental Agency. See attached list of locations. Fill out the attached “Request for Live Scan Service” form and bring it with you to a Live Scan agency. Return your completed application to the Office of the City Treasurer so your application can be processed. **The completed "Request for Live Scan Service" form is valid for only thirty (30) days from the date your fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints.**
- [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).
- [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 permits are assessed a non-refundable *Application Fee. The application fee consists of a \$15 investigative fee (background review) for one Owner/Officer and a \$44 application fee for new permits (\$39 at time of renewal). Each Owner/Officer applicant will be assessed a \$15.00 investigative fee per background review.

[PHOTOGRAPHS](#) - Photo ID will be taken at the time of application at the Office of the City Treasurer. The **Photo ID Fee (\$15.00) is non-refundable.

\$396.00 - Regulatory Permit Fee / Promoter
\$59.00 - *Application Fee
\$15.00 - **Photo ID Fee
\$470.00 – Total

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:

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



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? ""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

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? ""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 | | | |
| 6 | | | |

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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, 2nd 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

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.)

Level of Service: DOJ FBI

If resubmission, list Original ATI 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 Avenue
Chula Vista, CA 91911
Contact: (619) 409-5954
M - F, 8am-12pm, **Appointments Only**
M - F, 1pm-4pm, **Appointments Only**
www.chulavistapd.org

LA MESA

La Mesa Police Department
8085 University Avenue
La Mesa, CA 91942
Contact: (619) 667-7592
M - F, 9am - 430pm
Appointments/Walk-In
***Hours may vary. Call to confirm.**

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, 730am-5pm, **Walk-In**
F, 8am - 12pm, **Walk-In**