

# ENTERTAINMENT PERMIT PROGRAM

## INFORMATION AND APPLICATION INSTRUCTIONS

***Please review these instructions carefully before submitting application.***

### Entertainment Permit Requirements

- It is unlawful for any person to provide or permit any entertainment that is open to the public without an Entertainment Permit unless exempt pursuant to Sacramento City Code Section 5.108.040 (Exemption from the Permit Requirement).
- Before issuing an Entertainment Permit the city will conduct a thorough investigation of the application.
- Permits must be displayed in a conspicuous place in the entertainment establishment. Permit and related conditions must be immediately produced upon the request of any Police or Code Enforcement officer.
- Entertainment Permits are the property of the city and **may not be transferred**.
- Biennial (2-Year) Entertainment Permits are renewed in accordance with the Sacramento City Code. Permittee is responsible for submitting renewal application prior to permit expiration. City may approve extending a permit an additional two years.
- Special Entertainment Permit is issued when the location does not have valid entertainment permit and entertainment will only be offered for a limited period.

### Entertainment Permit Process

- Applicants should read Chapter 5.108 of the Sacramento City Code related to Entertainment Establishments.
- Applicants must complete ALL the forms in the application packet and submit all the required support documentation. Incomplete forms will not be accepted or processed.
- **All** applicants must contact our office at [entertainpermit@cityofsacramento.org](mailto:entertainpermit@cityofsacramento.org) to schedule an appointment to coordinate application review and submittal.
- An application is **deemed submitted when all required application information, support documentation and fees have been provided and accepted.**
- **Failure to submit the information as required could result in the application being deemed incomplete and subject to denial.**

### Entertainment Permit Fees

- **Application Fees**
  - 2-Year Entertainment Permit - New \$1,722.00
  - 2-Year Entertainment Permit - Renewal \$1,331.00
  - Special Entertainment Permit \$1,405.00
- Fees are **non-refundable**. Expenditures for remodeling, purchasing equipment, or entering agreements or leases prior to approval is solely at applicant's risk.
- **All** fees are due when application is submitted. Applications without all appropriate fees will **NOT** be accepted or processed.

## Required Application Information

### Applicant and Site Information

The application must be completed and submitted by the business owner/operator. The following information is required:

- Business/Event Name and Address
- City Business Operation Tax (BOT) Number (Attach copy of certificate)
- Alcoholic Beverage Control (ABC) License Type and Number, if applicable (attach copy of license and conditions)
- Maximum Occupancy
- Proposed Entertainment Activities (e.g., live music, dancing, DJ, karaoke, etc.)
- Proposed age limits
- Days of Week and Hours of Entertainment (2-Year Permit – New or Renewal) OR
- Event Dates and Hours of Operation with event flyer attached (Special Permit)
- Applicant Name, Mailing Address, E-Mail Address, Contact Telephone
- Co-Applicant Name, Mailing Address, E-Mail Address, Contact Telephone (if applicable)
- Property Owner Name, Mailing Address, E-Mail Address, Telephone, and Signature (*applications without property owner signature will NOT be accepted or processed*)

### Site Information

- Business Name, Address and County Assessor Parcel Number (APN)
- NEW PERMITS & FLOOR PLAN CHANGES TO RENEWALS: Scalable layout of the entire floor plan and parcel site plan
- Location and number of spaces of dedicated parking spaces
- Any open building permits with the Community Development Department
- Any additional information as requested.

### Manager Information

- Provide a complete list of persons having **management and/or supervision** authority over the proposed entertainment or any business or premises where proposed entertainment is located. This list must include the following information for each person:
  - Manager Name
  - Address
  - E-Mail Address
  - Contact Telephone

### Live Scan Background Check

- Entertainment Permit Holders and Managers are required to complete a Live Scan processed by the Sacramento Police Department (SPD) for review and approval.
- Please note live scan results cannot be transferred or obtained from another agency (e.g., Alcoholic Beverage Control or a different city).
- Applicant must comply with the **Entertainment Permit – Background Check Process** instructions available online at <https://www.cityofsacramento.org/entertainpermit>.
- SPD will contact the Entertainment Permit Program and confirm if the applicant and managers have cleared background.
- Failure to clear background will result in the denial of the entertainment permit or listing as a manager on an entertainment permit.

### **Entertainment Permit Inspection**

- New and renewal applications require on-site inspections by City staff to ensure compliance with building and fire codes including:
  - Plumbing Mechanical
  - Building and Life Safety
  - Electrical
  - Fire (if business has not passed a recent annual inspection)
- **Approval from the appropriate inspectors required before the application is deemed complete.**
- An application may be considered incomplete and subject to denial for failure to have all inspections completed and approved in a timely manner.

### **Entertainment Permit Approval Process**

- Submission of an application is not a guaranteed permit.
- **An application is deemed complete when all required application information, support documentation and fees have been submitted and all inspections are approved by city staff.**
- Failure to submit information and/or pass city inspections in a timely manner will result in application being deemed incomplete and subject to denial.
- The city has 60 days to approve an application once it is deemed complete.
- Each Entertainment Permit is issued with a set of conditions which must be signed by the permit holder.
- The Entertainment Permit and the signed conditions must be onsite before the permit is considered valid. Operating without a valid permit on premise is a violation of the city code and may be subject to administrative penalties.
- Permit holder is responsible for submitting renewal application prior to permit expiration date.

# Entertainment Permit Program Checklist

Please use this checklist to assist in the preparation of the application.

Failure to provide required information may result in rejection of the application or delay processing application.

- Entertainment Permit Application: Form**
  - Business information (Name, address, telephone, website)
  - City Business Operations Tax (BOT) Certificate Number
  - Proposed activity information (days, hours, age limits, and type)
  - ABC License Type and Number
  - Event Information (dates, hours) – SPECIAL only
  - Applicant(s) information (Name, address, telephone, e-mail)
  - Site Information (square footage, parking, building permits)
  - Property Owner Signature (**application will NOT be accepted without PO signature**)
  - List ALL managers to be included on permit
  - Applicant and Co-Applicant Initials and Signature
- Entertainment Permit Application: Attachments**  
(Documents required for application to be deemed complete)
  - Current City Business Operations Tax Certificate
  - Current ABC License and Conditions
  - Event information with flyer – SPECIAL only
  - Site Floor Plans - NEW and SPECIAL, Renewal w/changes
- Application Fees** (**Applications will NOT be accepted without fees**)
  - Application Fee (Payable to City of Sacramento)
- Email [entertainpermit@cityofsacramento.org](mailto:entertainpermit@cityofsacramento.org) to schedule application appointment. Application are not accepted via US Mail or email.**