



COMMUNITY DEVELOPMENT DEPARTMENT

ENTERTAINMENT PERMIT PROGRAM

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Website: www.cityofsacramento.org/dsd/code-compliance/business-compliance/entertainment-permits.cfm

ENTERTAINMENT PERMIT - 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.
- The city shall either approve or deny the Entertainment Permit application within forty-five (45) working days of receipt of the complete application (including related documentation and approvals) and fees.
- Once the permit is approved, it must be displayed in a conspicuous place in the entertainment establishment. The 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 shall be renewed in accordance with the Sacramento City Code. The Permittee is responsible for submitting renewal application prior to permit expiration.
- In accordance with Sacramento City Code Section 5.108.020 (Definitions), a Special Entertainment Permit is issued when the location is not the subject of an existing entertainment permit and entertainment will only be offered for a limited period of time.

Entertainment Permit Process

- Applicants should read Chapter 5.108 of the Sacramento City Code related to Entertainment Establishments.
- Applicants must complete ALL of the forms in the application packet. Incomplete forms will not be accepted or processed.
- **All** applicants (new, renewal, and special) must contact the Entertainment Permit Staff at **916-808-3535** or via e-mail at entertainpermit@cityofsacramento.org to schedule an application intake appointment. Applications submitted by mail will NOT be accepted or processed.
- Submission of an application is not a guaranteed permit.
- **An application is deemed completed when all of the required application information as described below has been submitted and accepted. Failure to submit the information as required could result in the application being deemed incomplete and subject to denial.**

Entertainment Permit Fees *(effective July 1, 2011)*

- Application Fees
 - 2-Year Entertainment Permit - New \$1,722.00
 - 2-Year Entertainment Permit - Renewal \$1,331.00
 - Special Entertainment Permit \$1,405.00
- Fingerprinting Fee
 - Fingerprinting – per person \$88.00 *(effective July 1, 2014)*

- Fees are **non-refundable**. Expenditures for remodeling, purchasing equipment, or entering into 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

Entertainment Permit Application: Part A - 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)
- Maximum Occupancy
- Proposed Entertainment (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*)

Application must include detailed information on the site for the proposed entertainment. Incomplete or missing information may delay processing of application. The following are the business information and site specifications are required:

- Business Name, Address and County Assessor Parcel Number (APN)
- Zoning Designation
- Business Type
- Alcoholic Beverage Control (ABC) License Type and Number, if applicable (attach copy of license and conditions)
- Statement of Intent (detailed description of proposed activities)
- Previous Land Use (existing and previous land use up to ten years)
- Scalable (1/4" or 1/8": Foot) layout of the entire floor plan and parcel site plan
- Location and number of spaces of dedicated parking spaces
- Any open permits with the Community Development Department
- Any additional information as requested.

Entertainment Permit Application: Part B - 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.
- Provide a complete list of proposed **security** companies.
 - The company selected must be on the SPD Registered Private Patrol/Security list. To request a copy of this list, please contact the Sacramento Police Department.
 - The following information should be included for each company:
 - ◆ Company Name
 - ◆ Contact Person
 - ◆ Address
 - ◆ Telephone

Police Forms – Permit Application (Form SPD 384) and Applicant’s Descriptive Information (Form SPD 950)

- SPD forms must be submitted for all applicants and managers listed as part of a new or special application and for all manager additions as part of a renewal application. Applications that fail to include this form for each applicant and manager will NOT be accepted.
- All questions must be accurate and completed in full. The permit may be denied, suspended, or revoked if the applicant makes a false statement in the application or for reasons specified in the Sacramento City Code.
- Applicants must contact the Sacramento Police Department at 916-808-0780 to schedule an appointment for fingerprinting.
- Background checks must be completed and approved before an application can be deemed complete.

Entertainment Permit Inspection: As part of the application process, each applicant must have an inspection of the site by City staff.

- Initial inspection will be scheduled by City staff. This inspection will include:
 - ◆ Plumbing/Mechanical
 - ◆ Building Life and Safety
 - ◆ Fire Prevention, Electrical
 - ◆ Zoning
- As part of the application process and before the application is deemed complete, the applicant must obtain approval from the appropriate inspectors.
- Failure to have all inspections completed and approved in a timely manner may be considered as a withdrawal of the application and subject to denial.

Entertainment Permit Program Checklist

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

- Entertainment Permit Application: Part A - Applicant & Site Information**
 - Complete business information (Name, address, telephone, website)
 - City Business Operations Tax Certificate **(Attach)**
 - Complete proposed activity information (days, hours, age limits, and type of entertainment)
 - ABC License and Conditions **(Attach)**
 - Event information with flyer – SPECIAL only **(Attach)**
 - Complete applicant information (Name, address, telephone, e-mail)
 - Site Floor plans - NEW and SPECIAL, Renewal w/changes **(Attach)**
 - Property Owner Signature
 - Applicant and Co-Applicant Initials and Signature
 - Application Fee
 - Fingerprinting Fee (NEW and SPECIAL)

- Entertainment Permit Application: Part B - Manager Information**
 - List ALL managers to be included on permit (new and current)
 - Completed SPD Forms 384 and 950 (NEW and SPECIAL)
 - Fingerprinting Fees per Manager (NEW, SPECIAL, ADDED)

- Contact Entertainment Permit Program Office at 916-808-3535 or entertainpermit@cityofsacramento.org to schedule intake appointment.**