

Riverside Police Department

ENTERTAINMENT PERMIT CHECKLIST

GENERAL INFORMATION

Date: _____

Applicant Name: _____

Applicant Address: _____

Contact Number: _____ E-mail address: _____

For any new establishment or for an establishment requesting alterations, plans shall:

- Be submitted in a clear and legible manner drawn to scale/fully dimensioned and on standard 8 1/2" x 14" format minimum; larger maps or plans may be necessary to show all facility details needed.
- Be prepared by a licensed design professional as required by State law.
- Include a detailed and dimensioned floor plan of the establishment depicting all entertainment configurations, dance floors, stage areas, and square footages, as well as any pool tables, video games etc. as applicable. If multiple configurations are proposed for different events, times, dates etc., submit a floor plan for each configuration.
- **Floor Plan Details to Include:** · exit locations and dimensions · exit doors · curtain(s) · placement of exit signs and emergency lighting · portable fire extinguishers · no smoking signs · number of table(s)/chairs · table dimension · chair spacing · chair bonding more than 200 · aisle locations - length & width · flooring material(s) · provide room or area dimensions · existing stage(s), platforms, or dance floor(s) and occupancy load

PLANNING AND ZONING CLEARANCE

- Zoning Clearance Approved
- Zoning Clearance Denied
- Not Applicable

Do you currently have a Conditional Use Plan and for what use?

Case file: _____

Comments: _____

Planning Signature: _____

BUILDING & SAFETY CLEARANCE

Are you planning any construction related improvements to the building or tenant space? _____

If yes, what type? _____

Have you modified the space to allow for proposed entertainment and related activities? _____

If yes, what types of modifications have been made? _____

- Building & Safety Clearance Approved
- Building & Safety Clearance Denied
- Building & Safety Not Applicable

Building & Safety Signature: _____

FIRE PREVENTION CLEARANCE

Provide a detailed description of the event(s) being proposed and place on professional map plan for review and approval:

What occupancy were you originally approved for? (i.e. 49 people) _____
(You may have to use Building & Safety's computer to get occupancy.)

Will there be an increase to the "Maximum Approved Occupancy" listed above? Yes No
(If so, how many occupants?) _____

Will there be modifications to the building (i.e. interior floor plan, stage, walls, and/or moving tables & chairs)? Yes No
(If so, explain in detail. You may be asked to submit plans for modifications to your business for proper permitting.)

Will there be different seating arrangements for dancing or shows? (Show on map plan) Yes No
(You will need to store tables/chairs if your changing floor arrangement)

NOTE: If yes, to ANY of the questions above, please provide further explanation and include any changes on the professional map plan for review and approval.

Any new construction shall require a Building Permit.

Any outdoor events shall obtain a Fire Department Special Event Permit/fee(s) and any other applicable permits from other City Departments for items such as tents, canopies, portable heaters, generators, etc.

NO Fireworks, smoke machines, and/or spark machines will be allowed at any time!

Entertainment Permit Issuance: Failure to comply with the requirements(s) of the application and approved site map may result in an Administrative Citation with monetary fines and/or cancellation of your event. The Administrative Citation will be issued to the applicant and/or vendor.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL LOCAL LAWS RELATED TO FIRE PREVENTION, AND TO THE RULES AND REGULATIONS ADOPTED BY THE CALIFORNIA STATE FIRE MARSHAL. I HEREBY AUTHORIZE REPRESENTATIVE OF THE FIRE DEPARTMENT TO ENTER UPON THE ABOVE-MENTIONED EVENT PREMISES FOR INSPECTION PURPOSES.

- Fire Prevention Clearance Approved
- Fire Prevention Clearance Denied
- Not Applicable

Fire Prevention Signature: _____

APPLICANT SIGNATURE

PRINT Name and Title: _____

Signature: _____

Date: _____

I declare, under penalty of perjury, that I am authorized to complete this application and, that to the best of my knowledge, the provided information and statements are true and correct.