



RIVERSIDE POLICE DEPARTMENT

POOLROOM PERMIT APPLICATION

GENERAL INFORMATION

The city of Riverside Municipal Code 5.28 has the following poolroom permit requirements.

- A. It shall be unlawful for any person, association, firm or corporation to engage in a business where games of snooker, billiards or pool are conducted for profit, and which premises contains three or more pool or billiard tables, without first having obtained a permit issued.
- B. Any person desiring to obtain a permit for the operation of a poolroom shall first file with the Police Department an application in writing upon a form as prescribed by the Chief of Police and accompanied by a non-refundable application fee in such amounts established by resolution of the City Council.

The following steps must be completed in order to obtain a Poolroom permit within the city of Riverside.

1. Review Riverside Municipal Code Chapter 5.28.
2. Apply and obtain a Business Tax License.
The Business Tax Office is located at 3900 Main Street, Riverside, CA 92522.
For tax information or for electronic filing visit: www.riversideca.gov/finance/license.asp
3. Copy of Rental or Lease Agreement (if applicable).
4. Copy of Alcohol Beverage Control License (if applicable).
5. Acknowledgement of Property Owner (Notary Requirement).

Submit items 1 - 5 along with completed application. Application processing may take up to 90 days. Once application has been approved, the Poolroom Permit will be issued.

FEES: (Credit/Debit card or Cash/Check/Money Order Payable to City of Riverside)

\$580 Poolroom Permit Fee (New application/Renewal)

Poolroom Permits must be **renewed every three years**. The permit will be valid for three (3) years from issue date listed on permit. There is no grace period for renewals. Renewal applications must be received before the expiration of your permit or you will have to reapply and pay any applicable fees.

Complete applications will be accepted **by appointment only (walk-ins will not be seen)**. Appointments are available Tuesday through Thursday from 8:00 AM to 4:30 PM. To schedule an appointment contact Riverside Permits at (951) 353-7614. Appointments will be seen at the Riverside Police Department - Orange Station, located at 4102 Orange Street, Riverside, CA 92501.

For further questions contact the Special Investigations Division - Vice Unit at (951) 353-7206 or e-mail RPDVice@RiversideCa.gov