



RIVERSIDE POLICE DEPARTMENT ENTERTAINMENT PERMIT APPLICATION INFORMATION SHEET

GENERAL INFORMATION

The City of Riverside Municipal Code 5.80 has the following Entertainment Permit requirements.

- A. No person shall carry on, maintain or conduct any entertainment in the City without first obtaining an entertainment permit. (SEE EXEMPTIONS UNDER 5.80.040 - EXCEPTIONS)
- B. Any person desiring to obtain an Entertainment Permit shall first file with the Riverside 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 TO OBTAIN AN ENTERTAINMENT PERMIT WITHIN THE CITY OF RIVERSIDE:

- | | |
|---|--|
| <p>1 Review Riverside Municipal Code Chapter 5.80</p> <p>2 Application: Completed in full (Including Property Owner Acknowledgement/Notary)</p> <p>3 Pre-Application Form (Zoning /Fire Marshall/Building & Safety including all plans)</p> <p>4 Riverside Business Tax License (Copy of current license)</p> <p>5 Corporate Articles, Limited Partnership Docs, or Fictitious Business Name Statement</p> | <p>6 Alcohol Beverage Control License</p> <p>7 California State Board of Equalization Seller's Permit</p> <p>8 Valid Photo Identification (Color copy)</p> <p>9 Copy of Lease/Proof of Ownership (Rental Agreement/Mortgage, etc.)</p> |
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Submit items 3-9 along with the completed application. Application processing may take up to 90 days. Once the application has been approved, the Entertainment Permit will be issued.

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

\$561.00	Entertainment Permit Fee (New Business/Change of Ownership)
\$561.00	Entertainment Permit Renewal Fee

THIS PERMIT MUST BE RENEWED EVERY TWO YEARS

There is no grace period for renewals. Renewal Applications must be received before the expiration of your license or you will have to re-apply and pay any applicable fees.
All fees are non-refundable.

Complete applications will be accepted by appointment only (walk-ins will not be seen).

To schedule an appointment, visit our website at: RiversideCA.gov/RPD/Permits
Appointments will be seen at the Riverside Police Department – Magnolia Station
located at 10540 Magnolia Avenue, Riverside, CA 92505.

For further questions, contact the Special Investigations Division - Vice Unit:

Telephone: (951) 353-7614 | Email: RPDVice@RiversideCA.gov



RIVERSIDE POLICE DEPARTMENT ENTERTAINMENT PERMIT APPLICATION PRE-APPLICATION APPROVALS

GENERAL INFORMATION

Applicant Name:	Date:
Applicant Address:	
Contact Number:	Email:

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

1. 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.
2. Be prepared by a licensed design professional as required by State law.
3. 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.
4. 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

The following approvals can be obtained at Riverside City Hall - One Stop Shop located: **3900 MAIN ST., 3RD FLOOR, RIVERSIDE, CA 92522**

Planning and Zoning Approval	Planning Department - Telephone: (951) 826-5371
Building & Safety Approval	Building & Safety - Telephone: (951) 826-5697
Fire Marshall Approval	Riverside Fire Marshall - Telephone: (951) 826-5737

PLANNING AND ZONING CLEARANCE

Do you currently have a Conditional Use Plan and for what use?		
Case File:		
Comments:		
<input type="checkbox"/> Zoning Clearance Approved	<input type="checkbox"/> Zoning Clearance Denied	<input type="checkbox"/> Zoning Clearance Not Applicable
Planning Signature:		

BUILDING & SAFETY CLEARANCE

1. Are you planning any construction related improvements to the building or tenant space? Yes No

If yes, what type?

2. Have you modified the space to allow for proposed entertainment and related activities? Yes No

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

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

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

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

4. 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:

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

6. 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:

Fire Prevention Clearance
Approved

Fire Prevention Clearance
Denied

Fire Prevention Clearance
Not Applicable

Fire Prevention Signature:

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.

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.



RIVERSIDE POLICE DEPARTMENT ENTERTAINMENT PERMIT APPLICATION

PERMIT	FEES
<input type="checkbox"/> Entertainment Permit Fee (New Business/Change of Ownership)	\$561.00
<input type="checkbox"/> Entertainment Permit Renewal Fee	\$561.00

SECTION A - ENTERTAINMENT TYPE (CHECK ALL THAT APPLY)

<input type="checkbox"/> Entertainment with Dancing (Bar)	<input type="checkbox"/> Entertainment without Dancing (Bar)
<input type="checkbox"/> Entertainment with Dancing (Restaurant)	<input type="checkbox"/> Entertainment without Dancing (Restaurant)
<input type="checkbox"/> Karaoke/Open Mike	<input type="checkbox"/> Social Club
<input type="checkbox"/> Pool/Billiard Hall	<input type="checkbox"/> Other:

SECTION B - BUSINESS INFORMATION

<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Limited Liability Partnership (LLP)	<input type="checkbox"/> Sole Proprietorship
Applicant Name (Legal Ownership Structure):		
Business Name (DBA):		Place and Date of Filing of DBA:
Business Site Address:		
Taxpayer Identification Number:		Taxpayer Identification Number Type: <input type="checkbox"/> SSN/TIN <input type="checkbox"/> EIN <input type="checkbox"/> NIN
Secretary of State of Registration Entity ID (If Applicable):		
Applicant/Business Phone:		Applicant/Business Email Address:
Mailing Address:		

SECTION C - OWNER(S) INFORMATION
(ATTACH ADDITIONAL PAGES IF NECESSARY)

Last Name:	First Name:
Home Address:	
Phone:	Email:
Business Title:	Percentage Owned:
Date of Birth:	Place of Birth:
Government Issued ID Number:	Issuing State:

Last Name:	First Name:
Home Address:	
Phone:	Email:
Business Title:	Percentage Owned:
Date of Birth:	Place of Birth:
Government Issued ID Number:	Issuing State:

Last Name:	First Name:
Home Address:	
Phone:	Email:
Business Title:	Percentage Owned:
Date of Birth:	Place of Birth:
Government Issued ID Number:	Issuing State:

SECTION D - OWNER DISCLOSURES		YES	NO
1. Has any owner ever been convicted of a misdemeanor involving moral turpitude, or entered into a plea of guilty or nolo contendere to, any felony in the United States or a foreign country within the past 5 years?		<input type="checkbox"/>	<input type="checkbox"/>
2. Has any owner ever had a City of Riverside Permit suspended or revoked?		<input type="checkbox"/>	<input type="checkbox"/>
3. Has any owner ever been denied a business license by the City of Riverside?		<input type="checkbox"/>	<input type="checkbox"/>
<p>If you answered "Yes" to any of the questions above, please provide a written statement detailing the date(s) and circumstances of such convictions, pleas of guilty or nolo contendere, sanctions, fines, denials, suspensions, or revocations, including, but not limited to, specific offenses and/or violations, agency involved, name of any business names, and account numbers.</p>			

SECTION E - PROPERTY INFORMATION					
Is the business located in the Downtown Entertainment District (D.E.D)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the location: Owned?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Rented/Leased	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If rented/leased, provide the name and contact information of the property owner(s) below.					
Property Owner Name:					
Property Owner Phone:					
Property Owner Email Address:					

SECTION F - GENERAL OPERATING CONDITIONS (ATTACH ADDITIONAL PAGES IF NECESSARY)		
ALCOHOL/FOOD/ADDITIONAL BUSINESSES		
1. Will liquor be sold on the premises?		<input type="checkbox"/> Yes <input type="checkbox"/> No
LICENSE TYPE	ALCOHOL BEVERAGE CONTROL LICENSE NO.	PREMISE TYPE (CLUB, RESTAURANT, OR COMMERCIAL STORE)
On Sale Beer		
On Sale Beer and Wine		
On Sale Distilled Spirits		
2. Is food being sold on the premises?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," list types of food sold:		

3. Is a bonafide-eating place provided on the premises? Yes No

(Bonafide eating place means a place which is regularly used for serving meals for compensation, which has suitable kitchen facilities containing conveniences for cooking an assortment of foods for ordinary meals other than fast foods, sandwiches or salads. The kitchen must contain proper refrigeration for food and must comply with all applicable regulations of the Health and Human Services Department.)

4. Are non-alcoholic beverages sold? Yes No

5. How many tables for seating?

6. Are other types of businesses conducted on the premises? Yes No

If "Yes," list type(s):

7. Are pool tables provided? Yes No

If "Yes," indicate how many:

If your business has more than two (2), provide a copy of the Pool Hall Permit with this application.

8. Is VIP/Bottle service provided? Yes No

9. What is the occupancy for establishment set by Fire Marshall?

HOURS OF OPERATION

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Open AM/PM							
Close AM/PM							

ADMISSION AND/OR MEMBERSHIP FEES

10. Will minors be allowed on the premises? Yes No

11. Will the premises be open to the general public? Yes No

12. Will a "Cover Charge" be charged? Yes No

If yes, describe the cover charge schedule:

13. Is there a private area for exclusive use of members and their guests only? Yes No

If yes, types of membership fees:

14. Will guests of members pay an admission fee or other charges? Yes No

If yes, describe the fee schedule and other charges:

PROXIMITY OF BUSINESSES AND RESIDENCES

15. Are there surrounding businesses?

Yes No

If yes, what type(s)?

16. Are there surrounding residences?

Yes No

If yes, approximately how close? (How many feet away?):

PARKING FACILITIES AND ARRANGEMENTS

17. Is parking available?

Yes No

If yes, how many parking spaces?

If no, what is the street address of the off-premises parking facility?

18. Days and hours parking facility will be available:

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Open AM/PM							
Close AM/PM							

SECURITY

19. Will security guards be provided?

Yes No

If yes, number of security guards?

20. If applicable, provide Proprietary Security Employer License (PSE) number:

21. Provide list of Proprietary Security Officer (PSO) employees

EMPLOYEE NAME	PSO LICENSE #

*Attach additional pages if necessary

22. Days and hours security guards or other security will be provided (fill out completely)

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Open AM/PM							
Open AM/PM							

23. Will a private security firm be used? Yes No

If yes, provide the following information of the contracted security firm:

Firm Name:	City of Riverside Business License No:
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Address:

Phone:	Email:
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24. Provide a list of all members with access to the surveillance camera system to be used.
(Refer to RMC Code 5.80)

Employee Name(s) with access to surveillance camera system:

25. Provide a detailed description of the security plan for the proposed business during the scheduled hours of entertainment (Attach additional pages if necessary):

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SECTION G - PROPOSED ENTERTAINMENT ACTIVITIES & SCHEDULE

Entertainment -
Restaurant

Entertainment -
Tavern (Bar)

Entertainment -
Other

PROPOSED ENTERTAINMENT ACTIVITY

YES NO

Outdoor Entertainment?	<input type="checkbox"/>	<input type="checkbox"/>
Dancing by patrons, guests, customers, participants, attendees?	<input type="checkbox"/>	<input type="checkbox"/>
Dancing by performers?	<input type="checkbox"/>	<input type="checkbox"/>
Live music by more than two (2) performers?	<input type="checkbox"/>	<input type="checkbox"/>
Amplified music (recorded)?	<input type="checkbox"/>	<input type="checkbox"/>
Disc Jockey?	<input type="checkbox"/>	<input type="checkbox"/>
Karaoke?	<input type="checkbox"/>	<input type="checkbox"/>
Adult Entertainment as defined by RMC Section 19.240?	<input type="checkbox"/>	<input type="checkbox"/>
Adult Entertainment as defined by RMC Section 9.40?	<input type="checkbox"/>	<input type="checkbox"/>
Will the establishment serve as a family pool/billiard hall as provided in RMC Section 5.28?	<input type="checkbox"/>	<input type="checkbox"/>
Any other type of entertainment not listed above?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, briefly describe the entertainment activity:

Describe entertainment by performers:

Dance Floor? Yes No If yes, provide dimensions of dance floor: **L** ___ x **W** ___ = ___ sq ft

Stage? Yes No If yes, provide dimensions of stage: **L** ___ x **W** ___ = ___ sq ft

Describe floor material and surface type:

PROPOSED ENTERTAINMENT SCHEDULE

Please provide the days and times of the week that you would like to have entertainment at your establishment.
Please fill out completely. If you do not wish to have entertainment on a certain day, mark N/A.

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Open AM/PM							
Close AM/PM							

SECTION H - DECLARATIONS

<p>1. I hereby declare that I am authorized to submit this application on behalf of the entity or individual listed on the application because I am an owner of the entity, I have authority from the owner or am the owner.</p>	Initials: _____
<p>2. I acknowledge that any false, misleading, or fraudulent statement of material fact in this application by an agent of an owner, or an owner, will be held against the owner and is grounds for denial of this application, or suspension or revocation of the permit associated with this application.</p>	Initials: _____
<p>3. I hereby declare that I have read and understand all the laws, rules and regulations, and policies and procedures associated with this application; and that I fully understand the nature, meaning, and content of such laws, rules, and policies. I warrant and represent that I will adhere to all laws, rules, and policies, to during the application process and after a permit is issued by the City.</p>	Initials: _____
<p>4. I hereby declare that I have conducted my own research and investigation regarding the compliance of the proposed location with state and local laws, including, but not limited to, location requirements, zoning regulations, and address requirements. I further declare that the proposed location of the Entertainment Permit fully complies with applicable state and local law.</p>	Initials: _____
<p>5. I acknowledge that any promise, representation, or any other statement made to me by any agent or employee of the City that is not contained within this application is null, void, and unenforceable and that I am not relying on any such promise, representation, or statement.</p>	Initials: _____
<p>6. I acknowledge the City will review this application for compliance with applicable laws, regulations, and ordinances, and that this application may be denied as allowed by laws, rule, or policies of the City.</p>	Initials: _____
<p>7. I acknowledge that this application does not confer an entitlement or a vested right to receive a permit, and I acknowledge that I must follow all rules and procedures to obtain a permit prior to operating or otherwise claiming that I have any such right to a permit or to operate.</p>	Initials: _____
<p>8. I hereby declare that I have read this acknowledgement and advisement, that I have had the opportunity to consult with, and be represented by, legal counsel of my own choice prior to the execution and submission of this application, and that I am knowingly and voluntarily submitting this application in compliance with this acknowledgement and advisement and all applicable laws.</p>	Initials: _____
<p>9. I understand, acknowledge, consent and agree that with the issuance of the Entertainment Permit any Conditional Use Permit for the premises is and will be deemed voided as for the entertainment only.</p>	Initials: _____
<p>10. I consent for the City of Riverside, by and through its appropriate officers, agents, and employees to verify and confirm the information contained in this application, and to conduct such other investigations as maybe reasonably required by the City of Riverside, its officers, agents, and employees for the purpose of determining the capability, fitness, and capacity of the applicant to obtain the Entertainment Permit.</p>	Initials: _____
<p>11. All changes to operations requires Police Department notice within 10 business days.</p>	Initials: _____
<p>12. The granting of an Entertainment Permit does not relieve the applicant from obtaining all appropriate approvals required by the City of Riverside, State, or Federal law. The granting of a permit does not relieve a permittee's obligation to comply with all applicable Local, State, and Federal laws, including those related to building, zoning, fire, and other public safety regulations. The granting of an Entertainment Permit does not vest any development rights in the property or business (RMC).</p>	Initials: _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Print Name:	Applicant's Signature:	Date:
Print Name:	Applicant's Signature:	Date:

SECTION I - APPLICATION ATTACHMENTS

ALL APPLICATIONS	STAFF ONLY
Copy of your Statement of Information <input type="checkbox"/>	<input type="checkbox"/>
Copy of CA Seller's Permit <input type="checkbox"/>	<input type="checkbox"/>
Copy of Alcoholic Beverage Control License with conditions <input type="checkbox"/>	<input type="checkbox"/>
Copy of Fictitious Business Name Filing, if applicable <input type="checkbox"/>	<input type="checkbox"/>
Property Owner Authorization of Entertainment Activities (If the applicant is the owner of the property, include a copy of the Title or Deed to the property) <input type="checkbox"/>	<input type="checkbox"/>
Copy of Property Owner's City of Riverside Business Tax License <input type="checkbox"/>	<input type="checkbox"/>
Interior Floor Plan to include: A. Dimensions of interior floor plan B. Location inside the establishment where entertainment activities will be taking place C. Indicate locations of all exit doors, include widths of doors, and panichardware <input type="checkbox"/> D. All fixed seating throughout E. Dance floor dimensions and type of flooring materials used F. If a stage is to be added, give exact measurements including height, location, and materials used	<input type="checkbox"/>
Parking Agreement/Parking Plan (If using a parking facility that is not part of the business premises) <input type="checkbox"/>	<input type="checkbox"/>

If you have any questions as to your occupant load, or if your business will change because of a change in use from a B occupancy with an occupant load less than fifty (50) persons to an A occupancy, (usually an A-3) fifty (50) persons or more but less than 300, a floor plan with the above requirements must be submitted to the 3rd floor Planning and Building Department, Plan Check Engineer.

For more information, please contact the Planning and Building Department at (951) 826-5371.

THESE ADDITIONAL REQUIREMENTS MAY BE APPLICABLE:

- 1
 Handicapped requirements may apply.

- 2
 All Fire Department approvals to be obtained.

- 3
 Electrical plan check and permit may be required for exit path illumination.



RIVERSIDE POLICE DEPARTMENT

ENTERTAINMENT PERMIT APPLICATION

PROPERTY OWNER ACKNOWLEDGEMENT OF ENTERTAINMENT ACTIVITIES

I, _____, declare under penalty of prejury that:
(Name of Property Owner/ Authorized Representative)

1. I am the Property Owner of record, or the duly authorized representative of the Property Owner, for the real Property located at _____.
(Address/"The Property")

2. The Property Owner acknowledges and consents to the business, _____,
(Business Name)

(Tenant Applicant (Corporation/LLC/Partnership/Sole Owner))

conducting the proposed entertainment activities as indicated on Page 7 of the City of Riverside Annual Entertainment Permit Application at the Property.

3. No person shall engage in any entertainment activities on the proposed Property without all licenses and permits required by the Riverside Municipal Code (RMC) while an Entertainment Permit application is pending.

4. The City of Riverside may enter the property to conduct inspections of the Property during the application process in order to thoroughly investigate whether an entertainment permit should be granted.

5. I have read, understand, and will ensure compliance with the terms in RMC Section 5.80 (Entertainment and Similar Activities) and RMC 1.17.020 (G), as applicable.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Print Name & Title:	Signature of legal owner/owner representative:	Date:
Print Name & Title:	Signature of legal owner/owner representative:	Date:
Print Name & Title:	Signature of legal owner/owner representative:	Date:

***This authorization form will not be valid without notarization. The authorization form automatically expires upon sale or transfer of the property to a new legal owner. If sale or transfer of the property occurs prior to the applicant obtaining an entertainment permit, the applicant must resubmit this notarized form with approval of the new legal owner of the property.**



RIVERSIDE POLICE DEPARTMENT ENTERTAINMENT PERMIT APPLICATION – NOTARY ACKNOWLEDGEMENT –

CALIFORNIA ACKNOWLEDGEMENT | CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California | County of _____

On, _____ before me, _____,
(Date) (Here Insert Name and Title of the Officer)

personally appeared _____,
 _____,
(Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

PLACE NOTARY SEAL AND/OR STAMP ABOVE

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Signature of Notary Public)