



ENTERTAINMENT PERMIT APPLICATION INFORMATION SHEET

GENERAL INFORMATION

The City of Visalia Municipal Code 17.32.155 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 17.32.155.D).
- B. Any person desiring to obtain an Entertainment Permit shall submit an application to the Planning Division, with additional required information, and a non-refundable application fee.

THE FOLLOWING MUST BE COMPLETED TO OBTAIN AN ENTERTAINMENT PERMIT WITHIN THE CITY OF VISALIA:

- | | |
|--|--|
| 1 Review Visalia Municipal Code (VMC) Chapter 17.32.155; | 6 Occupancy load; |
| 2 Application: Completed in full (Including Notarized Agency Authorization); | 7 Detailed description of entertainment activities; |
| 3 Detailed and fully dimensioned site plan; | 8 Security Plan |
| 4 Floor plan identifying entertainment areas; | 9 Visalia Business Tax License (Copy of current license) |
| 5 Proposed hours of operation and days of the week; | |

Submit items #4-9 along with the completed application. Application processing may take up to 30 days. Once the application has been approved, the Entertainment Permit will be issued.

THIS PERMIT IS NON-TRANSFERABLE

No Entertainment Permit may be sold, transferred or assigned by a permittee, to any other person or persons.

Complete applications and all required documents may be submitted via PDF emailed to: Planning@visalia.gov or on a flash drive in-person at the counter.

All fees are non-refundable.

For further questions, contact the Planning Division:
Telephone: (559) 713-4359 Email: Planning@visalia.gov

ENTERTAINMENT PERMIT APPLICATION

Upon receipt of the completed application, the Planning and Community Preservation Director, or their designee, in consultation with other applicable city departments, shall review the application within 30 days of submittal.

Site Plan Review (SPR) is required prior to application submission. Please provide the following:

SECTION A - ENTERTAINMENT TYPE (CHECK ALL THAT APPLY)

☐ Entertainment with Dancing (Bar)	☐ Entertainment without Dancing (Bar)
☐ Entertainment with Dancing (Restaurant)	☐ Entertainment without Dancing (Restaurant)
☐ Karaoke/Open Mike	☐ Social Club
☐ Pool/Billiard Hall	☐ Other:

SECTION B - BUSINESS INFORMATION

☐ Corporation	☐ Limited Liability Company (LLC)	☐ General Partnership
☐ Limited Partnership	☐ Limited Liability Partnership (LLP)	☐ 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: ☐ SSN/TIN ☐ EIN ☐ 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?		☐	☐
2.Has any owner ever had a City of Visalia Permit suspended or revoked?		☐	☐
3.Has any owner ever been denied a business license by the City of Visalia?		☐	☐
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.			

SECTION E - PROPERTY INFORMATION					
Is the business located in the Downtown Mixed Use (D-MU) zone?				☐ Yes	☐ No
Is the location: Owned?		☐ Yes	☐ No	Rented/Leased	☐ Yes ☐ 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?		☐ Yes ☐ 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?		☐ Yes ☐ 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? If "Yes," indicate how many:							☐ Yes	☐ No
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

☐ No

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

Firm Name:	City of Visalia 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.

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):

SECTION G - PROPOSED ENTERTAINMENT ACTIVITIES & SCHEDULE

☐ Entertainment - Restaurant
 ☐ Entertainment - Tavern (Bar)
 ☐ Entertainment - Other

PROPOSED ENTERTAINMENT ACTIVITY	YES	NO
Outdoor Entertainment?	☐	☐
Dancing by patrons, guests, customers, participants, attendees?	☐	☐
Dancing by performers?	☐	☐
Live music by more than two (2) performers?	☐	☐
Amplified music (recorded)?	☐	☐
Disc Jockey?	☐	☐
Karaoke?	☐	☐
Adult-Oriented Business as defined by VMC Section 5.64 and 17.62?	☐	☐
Trivia, Bingo or other type of game-type entertainment?	☐	☐
Will the establishment serve as a pool/billiard hall ?	☐	☐
Any other type of entertainment not listed above?	☐	☐

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

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.
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.
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.
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.
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.
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.
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.
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.
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.
10. I consent for the City of Visalia, 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 Visalia, its officers, agents, and employees for the purpose of determining the capability, fitness, and capacity of the applicant to obtain the Entertainment Permit.
11. All changes to operations require Planning Division notice within 10 business days.
12. The granting of an Entertainment Permit does not relieve the applicant from obtaining all appropriate approvals required by the City of Visalia, 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 (VMC).

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:

AGENCY AUTHORIZATION

Owner's Signature MUST be Notarized
Attach acknowledgement of signature(s), by Notary Public

Property Owner:

I, , declare as follows:
Owner's Name - Print

I am the owner of certain real property bearing assessor's parcel number (APN):

Located at the following address or location:

Applicant:

I designate , to act as my duly authorized agent for all purposes
Applicant's Name - Print

necessary to file an application for, and obtain a: **City of Visalia Entertainment Permit**
relative to the property mentioned herein. I declare under penalty of perjury the foregoing is true and correct.

Executed this day of, , year

Signatures (MUST BE NOTARIZED) Attach acknowledgement by Notary Public:

<u>OWNER</u>	<u>APPLICANT</u>
 Signature of Owner	 Signature of Applicant
 Owner Mailing Address	 Applicant Mailing Address
 Owner Mailing Address (continued)	 Applicant Mailing Address (continued)
 Owner Telephone	 Applicant Telephone
 Owner Email	 Applicant Email

SECTION I - APPLICATION ATTACHMENTS

ALL APPLICATIONS	STAFF ONLY
Copy of your Statement of Information ☐	☐
Copy of CA Seller's Permit ☐	☐
Copy of Alcoholic Beverage Control License with conditions ☐	☐
Copy of Fictitious Business Name Filing, if applicable Property ☐	☐
Agency Authorization of Entertainment Activities (If the applicant is the owner of the property, include a copy of the Title or Deed to the property) ☐	☐
Copy of Business Owner's City of Visalia Business Tax License ☐	☐
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 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 ☐	☐
Parking Agreement/Parking Plan (If using a parking facility that is not part of the business premises) ☐	☐

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 Building Department, Senior Plans Examiner.

For more information, please contact the Planning and Community Preservation Department at Planning@visalia.gov or (559) 713-4359

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.