



ROSEVILLE POLICE DEPARTMENT
1051 Junction Boulevard, Roseville, CA 95678
(916) 746-1069

ENTERTAINMENT ESTABLISHMENT PERMIT APPLICATION (RENEWAL)

Permit Number Issued: _____

All information requested on this application is required. Completed applications can take up to 60 days to process. Incomplete applications will be rejected, thus delaying issuance of the permit. **Any Entertainment Establishment Permit Application should be submitted at least 60 days before the permit is required.** Entertainment Establishment permits shall expire two years following their issuance without a qualified renewal. Unless exempt pursuant to Section 9.45.040, it is unlawful for any person or premises located within the City of Roseville to provide or allow any entertainment that is open to the public without an Entertainment Permit.

YOU ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:

1.	Copy of applicant's and manager's Driver's License or other valid government-issued photo ID
2.	\$270.00 Non-refundable application fee (Payable by check to "City of Roseville" or Credit/Debit card)
3.	LiveScan fingerprint service for any new applicant, or responsible persons, such as managers/supervisors + \$32.00 Non-refundable DOJ fee + \$20.00 Non-refundable LiveScan fingerprint fee + \$17.00 Non-refundable FBI fee – Payable at the time of the LiveScan service. Please provide a copy of the completed Live Scan to the Permit Coordinator
4.	Current City of Roseville Business License (HDL Companies https://roseville.hdlgov.com 916-727-6868)
5.	Fictitious name filing with Placer County, Refer to California Business and Professions Code beginning with Section 17900 for more information. (530-886-5600) or (https://www.placer.ca.gov/1764/Fictitious-Business-Name-Statements) If LLC or Corporation- proof of filing, standing, Statement of Information
6.	ABC License and Conditions - If alcohol will be served
7.	Business Security Plan/Emergency Action Plan/Business Diagram (Those who have security personnel must utilize a licensed "Proprietary Private Security Officer" that is registered with California Bureau of Security and Investigative Service) – Further explanation on page five (5)
8.	If applicant is not the legal owner of the property upon which the business will be operated, then a copy of a lease agreement in applicant's name for business space (must include the name, address and phone number of the property owner and will have an acknowledgment that the property owner approves of establishment at the proposed location).
9.	Written consent from the Property Owner – If there is a new property owner
10.	Zoning Approval from the Planning Department
11.	Certificate of Occupancy – Development Services Department, Building Division 311 Vernon St Roseville Ca 95678 916-774-5332
12.	Fire/Life Safety Inspection – If the permit has been changed or modified from the prior permit (Fire Department)
13.	Proof of business entity status (W-9 Forms are available on the IRS main webpage): • If a sole proprietor, please provide your current Form W-9. • If a corporation, please provide your current Form W-9, date of incorporation, evidence corporation is in good standing under laws of California, the names and capacities of all officers and directors and name and address of registered agent for service of process. • If a limited liability corporation, please provide your current Form W-9, date of formation, evidence limited liability company is in good standing under laws of California, the names and capacities of all members, and name and address of registered agent for service of process. • If a partnership, please provide a copy of the partnership agreement the names and contact information for all partners, and a current Form W-9 for all partners.
14.	A complete list of the names and birthdates of all current employees who will be employed or retained by the establishment, AND documentation/proof of BSIS Security Guard cards issued for each individual who will be conducting security guard duties.

ROSEVILLE POLICE DEPARTMENT

ENTERTAINMENT ESTABLISHMENT PERMIT - RENEWAL

Business Name _____

Page 2 of 6

Review City Municipal Code Title 9, Chapter 9.45: Entertainment Establishment Permits

BUSINESS ESTABLISHMENT INFORMATION

☐ Sole Proprietor ☐ Independent Contractor ☐ Corporation ☐ Limited Liability Corporation

☐ Partnership ☐ Other _____

Establishment Name _____

Establishment Address _____

Establishment Telephone Number(s) _____

Establishment Owner(s) _____

Establishment Owner's Telephone(s) _____

Website Address _____

Maximum Occupancy _____

Location Square Footage (Include square footage of the room, as well as the full suite)

Hours of Operation _____

Admission Fee/Cover Charge _____

Description of proposed entertainment _____

Are ID scanners, metal weapon detectors, dress code and security implemented? (Those who have security personnel must utilize a licensed "Proprietary Private Security Officer" that is registered with California Bureau of Security and Investigative Service) ☐ Yes ☐ No

If "Yes", provide a description:

Has a new rental lease been signed, or has the lease been updated, since the prior permit?

☐ Yes ☐ No If "Yes", provide a copy of the updated lease with this application.

ROSEVILLE POLICE DEPARTMENT

ENTERTAINMENT ESTABLISHMENT PERMIT - RENEWAL

Business Name _____

Page 3 of 6

Has any of the following listed on the Certificate of Occupancy submitted with the prior permit changed?

- Increase or decrease in square footage; commercial building permit for creating a newly occupied suite is issued; use, occupancy or tenant changed in an occupied commercial building or portion thereof or existing business changed names.

☐ Yes ☐ No If "Yes", provide a copy of the updated Certificate of Occupancy with this application.

APPLICANT INFORMATION

☐ Owner ☐ Other _____

Applicant Full Name _____

Other Names Used _____

Date of Birth _____ Age _____

Male / Female Height _____ Weight _____ Hair _____ Eyes _____

Scars, tattoos or other distinguishing marks _____

Driver's License # _____ Social Security # _____

Residence Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Work Phone (____) _____ Cell Phone (____) _____

E-mail address _____

Residence Addresses for the past five (5) years (Begin with your current address):

Employment history for the past five (5) years (Begin with the current or most recent; include the business name, address, and phone):

Do you now hold or have you ever previously held an entertainment permit or owned any similar business? ☐ Yes ☐ No

If "Yes", explain when and where:

ROSEVILLE POLICE DEPARTMENT

ENTERTAINMENT ESTABLISHMENT PERMIT - RENEWAL

Business Name _____

Page 4 of 6

Have you ever had a permit or business license suspended or revoked for any reason?

☐ Yes ☐ No

If "Yes", provide an explanation:

Have you ever been convicted of any Misdemeanor or Felony crime? ☐ Yes ☐ No

If yes, state the nature of the offense(s), jurisdiction where offense occurred, and sentence (Only the last five (5) years will be taken into consideration):

Are you presently, or have you **EVER** been, on informal/formal probation or parole in California or elsewhere? ☐ Yes ☐ No

If yes, provide all details, including probation/parole officer's name, office address and phone number.

Have you ever been convicted of a misdemeanor involving moral turpitude? ☐ Yes ☐ No

What is "Moral Turpitude"? *Moral turpitude is a legal concept in the United States that refers to the gross violation of standards of moral conduct. Conviction of crimes of moral turpitude may disqualify someone from an employment opportunity.*

Some examples of crimes involving "moral turpitude" include: grand theft, perjury, vice crimes, bigamy, rape, arson, blackmail, embezzlement, fraud, robbery, prostitution, murder, voluntary manslaughter, narcotic sales and falsifying a crime report. Liquor law violations and disorderly conduct do not fall under this classification.

If yes to the above concerning moral turpitude, provide details and jurisdiction where offense occurred.

List 3 character references other than immediate family members (Name, address and phone number).

I give permission to allow a background investigation to verify the information provided.

☐ YES Initial: _____

ROSEVILLE POLICE DEPARTMENT

ENTERTAINMENT ESTABLISHMENT PERMIT- RENEWAL

Business Name _____

Page 5 of 6

ON-SITE RESPONSIBLE PERSONS

(Managers/Supervisors)

Manager/Supervisor Name _____

Other Names Used _____

Date of Birth _____ Age _____ Driver's License Number _____ State _____

Residence Address _____

Contact Phone _____ Alternate Contact Phone _____

Primary E-mail address _____

Please advise the On-Site Manager/Supervisor (responsible persons) there will be a background check and have them sign below acknowledging and providing permission for the background check. Live Scan required if not already on file.

X _____ Date: _____

Are there additional On-Site Responsible Persons (Managers/Supervisors) ☐ Yes ☐ No

Note: If you have more than one manager/supervisor please list their information on a separate page that includes the items mentioned in the "On-Site Responsible Persons" section along with their signature acknowledging there will be a background check. Please provide the separate page(s) along with the rest of the application.

Please initial if the On-Site Manager/Supervisor (responsible persons) remain **unchanged** from those listed on the application submitted with the prior permit.

_____ Initials

ON-SITE SECURITY PLAN / EMERGENCY ACTION PLAN / BUSINESS DIAGRAM

Please provide with this application a Security Plan that details the actions to be taken for the safety of patrons (Those who have security personnel must utilize licensed "Proprietary Private Security Officer(s)" that are registered with California Bureau of Security and Investigative Service).

Please include a plan outlining the steps taken to ensure the safety of patrons during an emergency (Examples include emergency contacts, personnel training, evacuation routes and procedures, natural disaster procedures, extended power loss procedure, etc.)

ROSEVILLE POLICE DEPARTMENT

ENTERTAINMENT ESTABLISHMENT PERMIT- RENEWAL

Business Name _____

Page 6 of 6

Please include a diagram of the business detailing location(s) of security personnel, exits, food booths/alcohol stands, patron areas, dance floor etc. The sketch or diagram need not be professionally prepared, but must be drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six inches.

Please initial if the Security Plan is **unchanged** from the plan submitted with the prior permit.

_____ Initials

Please initial if the Emergency Action Plan is **unchanged** from the plan submitted with the prior permit.

_____ Initials

Please initial if the Business Diagram is **unchanged** from the plan submitted with the prior permit.

_____ Initials

CHANGES OF ANY KIND TO THE INFORMATION PROVIDED ON THIS APPLICATION MUST BE REPORTED TO THE ROSEVILLE POLICE DEPARTMENT IN WRITING WITHIN TEN (10) CALENDAR DAYS.

I, the undersigned applicant, hereby certify under penalty of perjury that the answers and statements I have made on all pages of this application and in all supporting documents are true, correct and complete to the best of my knowledge and belief. I understand that any information misrepresented or intentionally omitted will result in automatic denial of this application, and/or revocation of the permit, and may subject me to criminal prosecution. I have read and understand the applicable sections of the Roseville Municipal Code as it applies to Entertainment Ordinances (Chapter 9.45) **7.0 Downtown Specific Ordinance, if applicable** and agree to abide by such ordinances.

APPLICANT: **Signature**

Print Name

Date

CITY REPRESENTATIVE: **Signature**

Print Name

Date

▽ **FOR POLICE DEPARTMENT USE ONLY** ▽

- ☐ Notes
- ☐ Captain will determine if any special conditions are required