ENTERTAINMENT PERMIT CHECKLIST

An Entertainment Permit is required if you operate, conduct, or offer, within your business premises, certain forms of entertainment such as the use of a radio or other electronic play back device when utilized by an announcer or disc jockey or live entertainment comprising of more than four performers for the purpose of holding the attention of, gaining the attention and interest of, diverting or amusing guests or patrons.

To determine if your business premises may have entertainment, please contact the Planning Department. An Entertainment Permit may be granted by the Planning Commission after conducting a public hearing and making the necessary findings. For a description of the review process, please refer to Chapter 17.20 of the City's Municipal Code.

SECTION 1: Filing Requirements

❑   1.   An Entertainment Permit Application through our Online Permit Center at https://www.cityofrc.us/onlinepermitcenter.

❑   2.   Signed Property Owner Declaration Form (attached). Please upload this document to our Online Permit Center.

❑   3.   A letter explaining, in detail, the proposed use or business operation, the hours of operation, number of employees on the largest shift, and the reasons for requesting the Entertainment Permit at this particular location. Please upload this document to our Online Permit Center.

❑   4.   A detailed Entertainment Plan describing the proposed entertainment, including type of entertainment, and number of persons engaged. Should include the date or days of the week, hours, and location of entertainment (floor plan and the admission fee, if any, to be charged. Please upload this document to our Online Permit Center.

❑   5.   A Security Personnel plan. Please upload this document to our Online Permit Center.

❑   6.   Development package submitted electronically (see Section 3) to be reviewed by staff for completeness and accuracy. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).

❑   7.   Filing Fees (see Section 2).

SECTION 2: Filing Fees

Additional fees may apply upon review of the application. Application fees apply to 1st and 2nd submittal. Additional processing fee will apply to 3rd and subsequent submittals.

❑   Entertainment Permit .... See current fee list.

❑   Public Notice (Staff Time) .... See current fee list.

❑   Public Notice (Advertising) .... See current fee list.

❑   Rancho Cucamonga Fire Protection District Review.. submit receipt showing payment.

SECTION 3: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).

❑   **A.**   <u>**Site Utilization Map (as required by the Planning Department):**</u> This map shall show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius: all parcel lines and streets (r.o.w., improvements, drainage facilities), location and use of structures, adjacent access and circulation, and existing zoning and land use. The scale of this map shall not be less than 1" = 100'.

❑   **B.**   <u>**Site Plan:**</u> This plan, drawn to scale on an 8½" x 11" format, shall include all buildings on the subject parcel (or business center) in which the business is located and the adjacent public streets.

❑   **C.**   <u>**Floor Plan:**</u> This plan shall be drawn to scale and accurately dimensioned on an 8-1/2" x 11" format and this plan shall indicate the proposed seating arrangement and number of seats and aisle-ways, and the location of interior uses (i.e. office, bathroom, waiting area, dancing area, bar, stage, etc.)

PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:

Location of Project:

Assessor's Parcel Number:

Staff Use Only
FILE NO.:
RELATED FILES:

Applicant Name:

Phone Number:

Email:

Address:

Type of Review Requested

- ☐ Certificate of Appropriateness
- ☐ Certificate of Economic Hardship
- ☐ Community Plan Amendment
- ☐ Conditional Use Permit
- ☐ Design Review
- ☐ Development Agreement
- ☐ Development Code Amendment
- ☐ Entertainment Permit
- ☐ General Plan Amendment
- ☐ Hillside Design Review
- ☐ Home Occupation Permit

- ☐ Landmark Alteration Permit
- ☐ Large Family Daycare Permit
- ☐ Mills Act
- ☐ Minor Design Review
- ☐ Minor Exception
- ☐ Plan Check/Zoning Clearance
- ☐ Planned Community
- ☐ Pre-Zoning
- ☐ Public Convenience or Necessity
- ☐ Reasonable Accommodation
- ☐ Sign Permit

- ☐ Similar Use Determination
- ☐ Site Development Review
- ☐ Specific Plan Amendment
- ☐ Temporary Use Permit
- ☐ Tentative Subdivision Map
- ☐ Tree Removal Permit
- ☐ Uniform Sign Program
- ☐ Vacation of Easement
- ☐ Variance
- ☐ Zoning Map Amendment
- ☐ Other: _____

OWNER DECLARATION

I declare that, ☐ I am the owner, ☐ I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:
Print Name and Title:	Phone Number: Email:

ONLINE PERMIT CENTER
ELECTRONIC DOCUMENT REVIEW (EDR)
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Once the application has been submitted, you will receive confirmation and be given a permit number. Staff will then be notified that an application has been submitted with an electronic plan submittal. Staff will then follow their internal workflow to review the plans / drawings and provide comments on the plans / drawings. If you have not been contacted within 2 business days, please email Planning@cityofrc.us.

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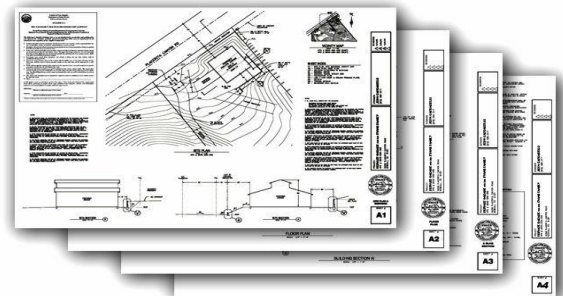Once all review activities are completed and the project has been approved, the City-stamped permit set of plans / drawings will be available on ***Online Permit Center***.

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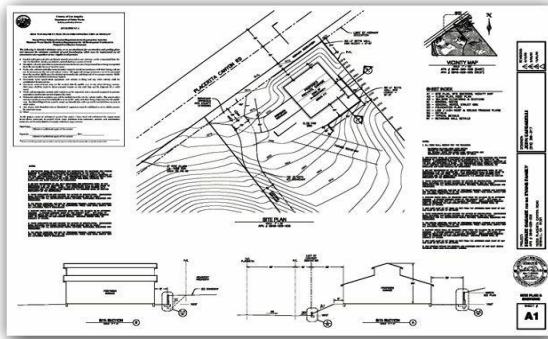
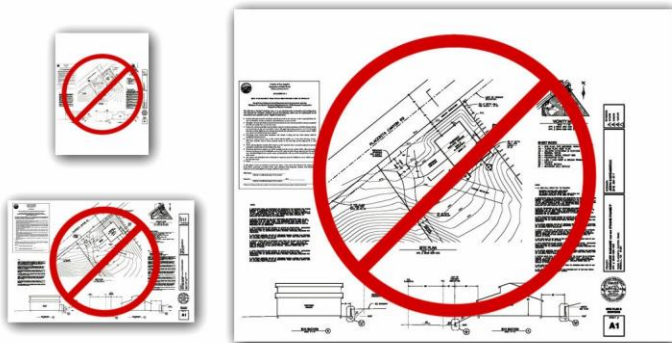|	
Layers:	**No multiple layers. Layers must be merged or flattened.**
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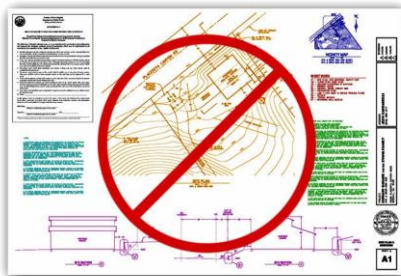
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The PDF standard is constantly evolving and Rancho Cucamonga will continue to evaluate these standards as necessary.

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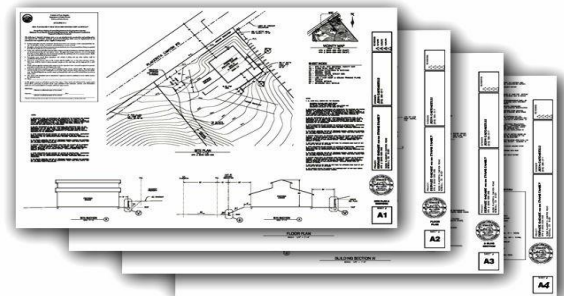Once all review activities are completed and the project has been approved, the City-stamped permit set of plans / drawings will be available on **_Online Permit Center_**.

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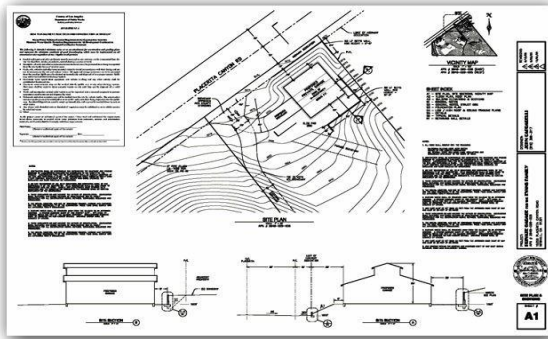
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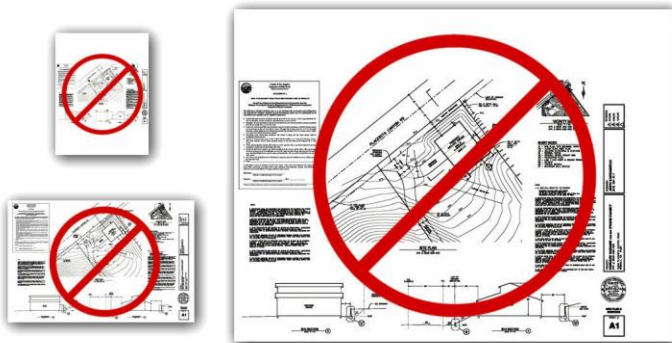✓Correct

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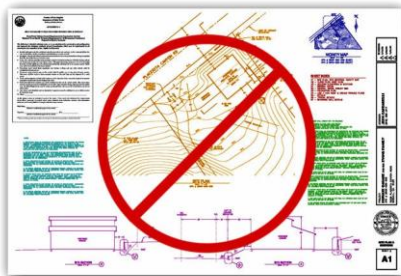
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