



LOS ANGELES POLICE COMMISSION PERMITS—CHECKLIST "A"

ARCADE, GAME BOWLING ALLEY CAFÉ ENTERTAINMENT & SHOWS CARD CLUB/SCHOOL CYBER CAFÉ DANCE HALL MESSAGE ESTABLISHMENT	DANCING ACADEMY DANCING CLUB ESCORT ESCORT BUREAU FAMILY BILLIARD ROOM GAMES OF SKILL & SCIENCE JUNK COLLECTOR	JUNK DEALER KEY DUPLICATOR MOTION PICTURE SHOW PEACE OFFICER, FIREFIGHTER-PROMOTER PEACE OFFICER, FIREFIGHTER-SOLICITOR	POOL ROOM SINGLE POOL ROOM SALE, FIRE, CLOSE-OUT AND REMOVAL SHOOTING GALLERY SKATING RINK SWAP MEET OPERATOR
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Before Applying for Your Permit...

✓ Make sure the business activity is allowed at the desired location. Consult the land owner and see the lease/rental agreement. Check with the Department of Building and Safety. Bring the Zoning and Use Clearance for Police Permit form with you. Have it signed off.

To Apply for the Permit...

- ✓ Each applicant fills out an Application for Police Commission Permit. See Page 4 and bottom of Application Form for who needs to apply. Have forms notarized or sign in front of authorized Police Commission staff.
- ✓ Each applicant fills out a Request for Live Scan Service and **has Live Scan done no more than 14 days before filing application.**
- ✓ Fill out forms. Gather required documents. Make copies to submit with application. Place documents in checklist order. Place items 1-4 together for first applicant; then 1-4 together for next applicant, and so on.
- ✓ See instructions on Page 5 "To File Your Application."

DO YOU HAVE ALL FORMS NEEDED?

Items 1, 3, 4, 9, 11, 12, and 13 are all forms.

APPLICANT

1. Application

- Section A • Type of Business Entity
- Section B • Questions answered YES or NO, initials
- Section C • Drivers License or other ID (Residence address must be current with DMV). www.dmv.ca.gov/
 - Residential Address
 - Marital status and/or Spouse's information
 - Percentage of Ownership of business
- Section D • Phone Number(s)
- Signature • Questions Answered YES or NO, initials
 - Witnessed by Notary or Deputy City Clerk with Notary Stamp and Signature on form

2. Copy of ID

- Copy must be readable. Residence address must be current with the DMV and match the addresses used on the application.

3. Live Scan Request/Fingerprinting

- Enter permit type. Fill out your information. Take to a Live Scan center for electronic fingerprinting.
- Fingerprint Card
 - Check payable to California Department of Justice for \$32 for each fingerprint card
 - Request for Exemption form for each applicant submitting a fingerprint card

4. Spousal Statement

- If you are married and NOT applying as a Corporation or Limited Liability Company (LLC), you must sign a spousal statement, or your spouse must also apply.

OWNERSHIP

5. Purchase Information

- For Businesses that were Purchased, include:
 - Bill of sale, final escrow papers, grant deed, mortgages, sales contracts (as applicable)

6. Type of Ownership

- Include documents for the type of ownership:
- See section Type of Business Entity on page 4

LOCATION

7. Deed/Lease

- Deed or lease to business location for which permit is requested

8. Property Owner Affidavit

- ~~Completed by owner of property. Signature(s) notarized.~~ Not required at this time.

9. Zoning/CUP

- Zoning and Use Clearance Form—signed off by Department of Building and Safety
- Conditional Use Permit (CUP)—listing all conditions imposed (if applicable)

OPERATION

10. ABC License (with conditions)

- ❖ Submit copy of license and conditions (if any).

11. AGREEMENT—Café Entertainment

- ❖ Fill out form. Each applicant must sign.

12. ABOUT My/Our Business Form

- ❖ Fill out form. Each applicant must sign.

13. Board Rules (if applicable)

- ❖ Sign for copy of Board Rules for each permit application, if Board Rules exist.

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BOWLING ALLEY	
# of Bowling Lanes	
Other Equipment?	❖ Arcade Games; Games of Skill/Science; Pool Tables; etc.
14. Publication	❖ See form for instructions.
CARD CLUB/SCHOOL	
14. Publication	❖ See form for instructions.
CYBER CAFE	
DANCE HALL	
Minimum 200 sq ft Dance Floor?	❖ Flat, rigid, minimum 200 square feet.
14. Publication	❖ See form for instructions.
POOL ROOM	
# of Pool Tables	❖ See section on Pool Room for details.
14. Publication* (see below)	❖ See form for instructions.
ARCADE, GAME	
# of Games	❖ Regulated by CUP
14. Publication	❖ See form for instructions.
GAMES OF SKILL/SCIENCE	
15. Description of Games	❖ Detailed description of the type of game(s) to be played and the type(s) of equipment which will be used to play (if any).
DANCE ACADEMY	
16. Student Register	❖ Register of students and lessons
MASSAGE ESTABLISHMENT	
10. About My/Our Massage Business	❖ Fill out form. Each applicant signs.
11. Publication	❖ See form for instructions
12. Map with 300 foot radius	❖
13. Mailing Labels	❖ See instructions
14. Site Inspection	❖ Be sure you comply with health and safety requirements

The select descriptions below are provided to answer common questions. The descriptions are general and do not contain the full details and requirements of the Los Angeles Municipal Code. Not every permit type is listed. The Los Angeles Municipal Code is available at: cityofla.org under "City Charter, Rules & Codes."

BOWLING ALLEY	LAMC 103.112; No Board Rules
<ul style="list-style-type: none"> ❖ Limited hours. No alcohol. No minors. ❖ Posting: Location will be posted for 21 days. ❖ PUBLICATION: Must be published 2 times within a 10 day period. 	
CARD CLUB/SCHOOL	LAMC 103.103; Board Rules Exist
<ul style="list-style-type: none"> ❖ Limited hours. No alcohol. No minors. ❖ PUBLICATION: Must be published 2 times within a 10 day period. 	
CYBER CAFE	LAMC 103.101.4; No Board Rules
<ul style="list-style-type: none"> ❖ Provides 5 or more computers/devices for internet, computer games, word processing to the public for compensation and/or public access. ❖ Includes network gaming. ❖ Does not include businesses where personal computer access is clearly incidental to the permitted use, as determined by the Zoning Administrator. ❖ Synonymous with Computer Arcade, PC Café, Internet Café, Cyber Center. ❖ County Health inspection required. ❖ Video or digital camera surveillance system ❖ One user station per 20 square feet of floor area dedicated for the placement of computers for rent or charge. ❖ Booth, window, lighting, waiting area, and designated manager requirements. ❖ Limited hours for minors and ID requirements. 	



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CAFÉ ENTERTAINMENT & SHOWS	LAMC 12.70; 103.102; No Board Rules
<ul style="list-style-type: none"> ❖ Not required for musicians or vocalists at dances where a dance hall permit exists, or in conjunction with carnival permit. ❖ Any business which regularly provides any form of live entertainment is required to have a CES permit. ❖ Includes premises not used primarily for café entertainment and shows, but which premises are available on a regular basis, for profit or gain, for the purpose of viewing café entertainment shows. ❖ Motion/still pictures require a separate permit unless the business is primarily a food and/or drink establishment. ❖ If the entertainment is a showcase type theatre with live theatrical productions and 99 seats or less, the business is exempt from the permit fee. ❖ Includes Karaoke. ❖ No stage requirements. These come from ABC. ❖ No posting of Public Notice. 	

DANCE HALLS, DANCING CLUBS, PUBLIC DANCES	LAMC 103.106; No Board Rules
<ul style="list-style-type: none"> ❖ Dance Hall and Dance Club have the same requirements. The Dance Club distinction is simply that the public is not invited, only members or guests where a fee or donation is collected. ❖ Must have 200 sq. ft. of flat, rigid, level dance floor area. ❖ If location has never has a dance hall permit, then a C.U.P is required unless the dance hall is located in a hotel, catering hall, church, or school. In that case, only a zoning referral slip is required. ❖ Posting of Public Notice required for 21 days. ❖ PUBLICATION: Must be published 2 times within a 10 day period. 	

POOL ROOM	LAMC 103.112; No Board Rules
<ul style="list-style-type: none"> ❖ Pool Room Single is 1 pool table where pool is not the primary business and where minors are permitted to enter, but not permitted to play pool. ❖ Pool Room is more than 1 pool table, and is the primary business activity. Minors are not permitted to enter premises. ❖ Posting Required if: <ul style="list-style-type: none"> ❖ the location is a bar with 4 or more pool tables. ❖ the principal business activity is the playing of pool, regardless of the number of pool tables. ❖ No posting of Public Notice if <ul style="list-style-type: none"> ❖ the location is a bar with 3 or less pool tables and is not the principal business activity. ❖ PUBLICATION: Must be published 2 times within a ten 10 day period, if posting is necessary. 	

ARCADE, GAME	LAMC 103.101.1; No Board Rules
<ul style="list-style-type: none"> ❖ Any place open to the public with five (5) or more amusement/game arcade machines ❖ Posting of Public Notice for 21 days. ❖ No person under 16 years of age permitted between 10pm and 9am unless <ol style="list-style-type: none"> 1. Accompanied by parent or guardian; 2. Such number of readily identifiable State licensed security guards or private security guards, as required by order of the Board of Police Commissioners, are on duty in and about the game arcade. 	

GAMES OF SKILL AND SCIENCE	LAMC 103.116; Board Rules Exist
<p>Any game of amusement, not including athletic sporting events, which is participated in for any prize or when any fee is paid for participation and skill of the participant is the determining factor in awarding prizes. Luck or chance must not be involved. The permit is required if prized are to be given out. Prizes cannot be money or exchanged for money. The "claw" game.</p>	



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DANCE ACADEMY	LAMC 103.105; Board Rules Exist
<ul style="list-style-type: none"> ❖ Gives dancing instructions. ❖ Persons other than those receiving regular instruction therein may be admitted to a dance, ball or dance instruction at a dancing academy by bona fide written invitation. Such invitation must be issued to a person named therein prior to the date specified in the invitation. Only the named person and not more than two other guests may be admitted by such invitation. The invitation shall be surrendered to a doorkeeper or ticket taker at the entrance to the dancing academy. <p>The invitee shall write the names and addresses of his guests on the back of the invitation before presentation to the doorkeeper or ticket taker. Nothing in this section shall apply to the admission to a dancing academy of musicians or other persons regularly employed in the conduct of the dance, ball or dancing instruction.</p> <ul style="list-style-type: none"> ❖ Register of students and lessons must be kept. 	
MOTION PICTURE SHOW	LAMC 12.70; 103.109; No Board Rules
<ul style="list-style-type: none"> ❖ If adult movies will be shown at the location, LAMC 12.70 Section 12.70 applies. 	
CYBER CAFÉ	LAMC 12.70; 103.101.4; No Board Rules
<ul style="list-style-type: none"> ❖ Provides 5 or more personal computers and/or provides access to the internet for compensation and/or public access. ❖ Includes network gaming establishments. ❖ Does not include businesses where personal computer access is clearly incidental to the permitted use, as determined by the Zoning Administrator. ❖ Synonymous with Personal Computer Arcades, PC Cafés, Internet Cafés, and Cyber Centers. 	
MESSAGE ESTABLISHMENT	LAMC 103.205; Board Rules to follow
<ul style="list-style-type: none"> ❖ One permit per location. 	

TYPE OF BUSINESS ENTITY

<u>LEGAL CLASSIFICATION</u>	<u>REQUIRED DOCUMENTATION¹</u>	<u>WHO MUST APPLY²</u>
Sole Proprietorship	Spousal Statement, if needed	Sole Proprietor Spouse, if involved in the business
Partnership (General and Limited)	<ul style="list-style-type: none"> • Spousal Statement, if needed <i>and</i> • Partnership Agreement <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> • Certificate of Limited Partnership* for limited partnerships 	All partners
Limited Liability Companies	<ul style="list-style-type: none"> • Articles of Organization • Fictitious Name Statement* • Operating Agreement, identifying partners 	All owners
Corporation (C-corp., S-corp., and Professional corp.)	<ul style="list-style-type: none"> • Corporate Resolution/Meeting Minutes identifying officers • Articles of Incorporation* • Corporate seal and number • Stock certificates 	The President All corporate officers Note: The Corporate Secretary signs the Resolution
Organization, Association, or Non-profit	Organization/Association Resolution <i>or</i> Organization/Association Bylaws	All executive officers Note: The Association Secretary signs the Resolution

¹ Documentation must show percentage of ownership of the business for each owner

² In addition to the persons identified above, any and all person(s) with greater than 5% financial interest in the business must apply, regardless of the legal classification of the business.

* Must be certified by the Secretary of State

** The Articles of Organization or Annual Statement (filed with the Secretary of State) must identify who runs the company

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TO FILE YOUR APPLICATION	CALL FOR AN APPOINTMENT	
<p>1. Call the Permit Processing Section at (213) 996-1210 for an appointment. Applications are not reviewed without an appointment. Investigators perform site inspections and do not staff the public counter at all times.</p> <p>2. Bring all forms/documents/information to your appointment.</p> <ul style="list-style-type: none"> • You may need to complete and sign some forms in our office. • If you fill out and sign forms prior to your appointment with us, have all signatures witnessed by a Notary Public. The Notary must stamp and sign the actual document(s), in addition to any Acknowledgement or Jurat the Notary uses. <p>3. SPECIAL NOTE ABOUT SITE INSPECTIONS:</p> <ul style="list-style-type: none"> • A site inspection of the business location is required. • Do not file an application for your business until all construction/remodeling is complete. <p>4. If your paperwork is determined to be complete during your appointment with the Permit Investigator, you will need to go to City Hall to pay for your permit. Payments are not accepted after 3pm. Your appointment will be scheduled to allow you time to pay.</p>		
ADDRESS	HOURS	PARKING
100 W. First St. Los Angeles, CA 90012	Monday—Thursday 7am—11:30am & 1pm—3pm <u>REMEMBER: You need an appointment.</u> CLOSED FRIDAYS	Pay parking lot available on Second Street at: 200 W Second St. (enter on Spring, Broadway or Second St.) Other pay lots are also available.



Form: City of Los Angeles, Board of Police Commissioners, Application for Police Commission Permit

LOS ANGELES POLICE COMMISSION-POLICE PERMITS
100 W. FIRST ST., #147
LOS ANGELES, CA 90012 (213) 996-1210

Type of Permit

← Fill out Type of Permit

Main Account		Location, Check Digit		MONTH / DAY / YEAR	
Account Number:				Date Of Application:	
Type of APR:		Police Commission Number:		Date Granted:	
Police Area:		Council Dist:		Certificate of Occupancy Issued:	
Fingerprints:	Y N	Fee:		Zoning Approved:	

ABOVE FOR OFFICE USE ONLY

Please type or print legibly

A
APPLICANT INFORMATION

Legal Name of Applicant		
Name and title of person submitting application	Type of Business Entity	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____
Business Name (Doing Business As)		
Business Address	City & State	Zip
Business Mailing Address (Where All Notices Will Be Mailed)	City & State	Zip

B
NATURE OF BUSINESS

Please Indicate "Yes" or "No" to the following questions, and place your initials in the box provided

1. Do the owners, managers, employees, or entertainers of this business provide sexually oriented materials, products, services or merchandise as defined by the Los Angeles Municipal Code Section 103.01?

Please write Yes or No in the box provided

Initials

2. Do the owners, managers, employees, entertainers or patrons of this business permit or engage in specified sexual activities at the business as defined by the Los Angeles Municipal Code Section 103.01?

Please write Yes or No in the box provided

Initials

3. Does this business possess or is it in the process of obtaining an Alcohol Beverage Control (ABC) License?

Please write Yes or No in the box provided

Initials

ALL CORPORATE OFFICERS, GENERAL PARTNERS, AND OTHER PERSON(S) WITH GREATER THAN 5% FINANCIAL INTEREST IN BUSINESS MUST COMPLETE SECTIONS C&D.

THIS APPLICATION IS NOT COMPLETE UNTIL ALL QUESTIONS ARE ANSWERED, ALL INITIALS, AND SIGNATURES ARE OBTAINED, AND ALL DOCUMENTS REQUIRED ON GEN. FORM 195-1 (REV 2-11) ARE SUBMITTED