To Robert to State

100 West 1st Street, Los Angeles, CA 90012 · (213) 996-1210 · Fax (213) 996-1239

Cafe Entertainment and Shows (CES)ADULT Section 103.102

STEPS FOR OBTAINING A PERMIT

- 1. **Submission:** Applications will not be accepted by mail, please send your completed application documents by email to pepermitapplications@lapd.online
- 2. **Review:** Once received, an Investigator will review your application for completeness and reach out to schedule your in-person appointment.
- **3. Appointment:** During the appointment you will turn in the original application documents and complete the payment required for processing the permit with the Office of Finance.
- 4. **Investigation:** The Investigator assigned to your case will complete the initial intake and refer your case to the Investigation and Enforcement section to complete your investigation.

PLEASE NOTE

- This permit is not required for musicians/vocalists at dances where a dance hall permit exists or in conjunction with a carnival permit, but is required for any business which regularly provides any form of live entertainment (including karaoke).
- Motion/still pictures require a separate police permit unless the use is primarily a food and/ or drink establishment.
- The cost of processing applications for this permit is **\$993.00**, subject to change.
- CID does not have a designated area for visitors. If you plan to park on the street, metered parking is limited to 1 hour. Plan ahead, and allow extra time to find a parking garage. Please be prepared for any unexpected delays or parking issues.
- Permits are **not transferable**. If you are moving locations or there is a change in ownership, you are required to re-apply.

If your application remains incomplete 30 days after submission, your case will be filed without further action, and you will <u>NOT</u> be allowed to continue with the process. You may resubmit at any point after you have made the necessary changes to your application.

You can find more information pertaining to this permit at: https://codelibrary.amlegal.com/ codes/los_angeles/latest/lamc/0-0-0-191819



Cafe Entertainment and Shows (CES)ADULT Section 103.102

Business Name:

Business Address:

	Forms & Documents Needed To Complete Application	DONE	N/A
1	Business Information - Face Sheet Form		
2	About My Business Form (Complete form as it pertains to the business)		
3	Owners & Applicants Form (Ownership should equal 100%. If not, explain in the space provided)		
4	Personal Application Form (Each owner must complete this form) - DO NOT SIGN UNTIL INSTRUCTED BY INVESTIGATOR OR NOTARIZED		
5	Copy of the applicant's valid state Driver's License or State Identification - The address must match the applicant's information on the Personal Application - Shall not be expired		
6	 Completed Live Scan Form Only valid for 30 days from date on the live scan form, do not complete until instructed to do so by investigator If residing in California, go to any Live Scan location: https://oag.ca.gov/fingerprints/locations? county=Los%20Angeles If out-of-state, fingerprint cards are available. These require: 1. Check payable to California 		
7	Department of Justice for \$32 per card and 2. Request for Exemption form per applicant card Original Zoning & Clearance From - Bring the form provided (page 9) to the Department of Building and Safety, Zoning Administration - Must submit original form (Signature, date, contact number, and stamp needed or will not be accepted) - Follow the instructions on the procedure form (page 10) to schedule your appointment		
8	Copy of Conditional Use Permit (<i>if applicable</i>)		
9	Copy of ABC (Alcohol Beverage Control) License with Conditions (<i>if applicable</i>)		
10	Copy of Complete Lease Agreement and/or Purchase Documents - Must indicate legal/applicant's name(s), business address, current lease dates and usage - Include supplemental documents, amendments, & assignments. Provide a lease history chart if needed. Anyone listed as a lessee must submit a personal application		
11	Affidavit of Property Owner - Consent to Operate (Only if needed) - Needed only if the lease does not state the type of usage in the lease - Must be filled out and signed by the property owner or a property agent - If the owner is unable to be present to sign at the appointment, the form must be notarized		
12	Requirements for Applicants Applying Through an Aide -Consultant teams will need a letter of authorization from the applicant to submit-If an employee of the applicant is submitting, use a Designation of Qualified Manager form (page 13)		
13	Entity Checklist -Refer to page 3 to review which documents are applicable to your application		
14	Copy of Municipal Code pertaining to CES Police Permits (For informational purposes only)		



Cafe Entertainment and Shows (CES)ADULT Section 103.102

Business Name: _____

Business Address:

*Your business must be registered in California to do business in this state.

Additional Forms Needed To Complete Application Per Business Entity Type	Select Applicable
Sole Proprietorship	
 Partnership - A Partnership agreement naming all partners; or - Certificate of Limited Partnership for limited partners certified by the Secretary of State 	
Limited Liability Companies (LLC) - Articles of Organization - Operating Agreement (Identifying all members) - Fictitious name statement (certified by the State) - All members must apply	
 Corporation (C-Corp, S-Corp and Professional Corp) Corporate Resolution or Meeting Minutes (Identifying officers and signed by Corporate Secretary) Articles of Incorporation (Certified by the State of CA); if out of State, submit equivalent Copy of Stock Certificates All officers and all persons owning a controlling interest in a non publicly traded corporation 	

*All forms detailed above must be submitted according to the business entity the applicant(s) is filing as. Any form or document not completed or provided at the time of submission will result in an incomplete application. Only complete applications will be accepted for processing by permit staff.



Business Information - Face Sheet

A Face Sheet must be completed for each permit type for each location. For example, if a business needs a CES Permit and a Pool permit, two Face Sheets must be completed.

For Police Commission Use Only - Do Not Write In This Section

Type of Permit:	CAFE ENTERTAINMENT	AND SHOWS - ADULT
PC Account No:		
PC File No:		
Grant Date:		CID Staff Stamp Here
LAPD Area:		
RD No: Council District	No:	
Complete All Fields - Do Not Leave A	Anything Blank	
Type of Business Entity: (Please check	k one)	
Sole Proprietorship Par	tnership Limi	ted Liability Company (LLC):
Corporation N	on-Profit Othe	r:
Entity Name:		
Doing Business as (DBA):		
Business Address:	st include: Apartment, Suite, Space, Unit nu	mbers etc.)
City:		
Mailing Address:	address is same as above, write "same")	
City:		Zip Code:
Contact Phone No:		one No:
Email of Business:		



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About the Adult CES Business

Account No:

Be advised the details furnished on this form will be used in conjunction with the Police Commission inspection to ensure compliance during the inspection. If any part of the information below is changed, resubmit this form by email to pcpermitapplications@lapd.online

Complete All Fields - Do Not Leave Anything Blank

Doing Business as (DBA):

Business Address:

Hours of Ope	ration						
Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Close	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM

Business Information and Details			
Is your business currently in operation?	□Yes	s □No	It is illegal to operate without a permit. Permits are non-transferable, based on location not applicant.
Is your business ready to open?	□Yes	s ⊐No	
If not, please explain (use additional page	es if need	ded):	
Business activity, select all that apply:	□Pool	Table	tainment Dance Floor Amusement Machines Bowling
If you checked yes for any of	the acti	vities abov	e, you will also need to apply for the applicable permit.
Type of Live Entertainment (DJ, Karaoke	, live ba	nd, dancer	s, belly dancers, etc.):
Alcohol Beverage Control (ABC) license:	□Yes	□No Co	nditions: ¬Yes ¬No License Number: Exp Date:
Seating Capacity: Admission Fe	e:	Num	ber of Security Guards: Is smoking permitted? D Yes D No
Parking information: c Additional parking/valet information		Parking company n	

READ CAREFULLY BEFORE SIGNING

I declare under the penalty of perjury and under the law of the State of California, all information contained on this Police Permit Application and any supplemental documents is true and correct. I understand that all information provided and statements made are subject to investigations and any false statements may be grounds for denial or revocation of permits issued by the Los Angeles Police Commission.

I further declare to remain in compliance with all laws and rules as defined by the Los Angeles Municipal Code, Chapter X. Failure to comply may result in disciplinary action and a filing by the City Attorney and the District Attorney. I sign this on my behalf or on the behalf the business, with full authority to do so.

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



Owners and Applicants Form

This form must be completed for each owner or person(s) required to apply for the PC Permit, indicating the percentage of ownership for each applicant. The percentage of ownership should add up to 100%; if not, please explain in the space provided.

Doing Business as (DBA):

Name (All Required Applicants)	Title (President, CEO, CFO, Secretary, etc.)	Percent of Ownership
	Total Percentage of Ownership	

If the percentage of ownership does not add up to 100%, explain below:



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Personal Application

Per LAMC Chapter X, all owners and partners must complete the required forms. Providing incomplete or inaccurate information may delay or impede the processing of your application. False or misleading information on these forms may result in legal consequences.

Applicant Personal Information - Do Not Leave Anything Blank

Name of Applicant:				
Home Address:	(Mustinaluda: Apartment Suite Sp	uce Unit numbers, etc.)		
City:			Zip Code:	
Contact Phone No:	Bus	ness Phone No:		
Email Address:				
DOB:	Driver's License/ID:			State:
Gender: Height:	Weight:	Hair Color:	Eye Co	olor:
Applicant History - Do Not Leave Any	ything Blank			
If married, will your spouse be involved	d with the business?		Yes	No
(If you answered yes and are applying as a so		your spouse must apply.)		
Have you ever used any other names in				No
If yes, list other names used:				
List previous permits held:				
Have you ever been denied, suspended	or revoked a Police Con	mission Permit?	Yes	No
Have you ever been arrested for a crime	e resulting in a conviction	n?	Yes	No
If you answered "YES," please provide	details:			
Date:	City:			
Charge:	Dispo	sition:		
Details:				
*Use additional pages if needed.				

READ CAREFULLY BEFORE SIGNING

I declare under the penalty of perjury and under the law of the State of California, all information contained on this Police Permit Application and any supplemental documents is true and correct. I understand that all information provided and statements made are subject to investigations and any false statements may be grounds for denial or revocation of permits issued by the Los Angeles Police Commission.

All applicants not present to sign must have this application form NOTARIZED. The notary shall stamp and sign this form or provide the proper Acknowledgement/Jurat. The document must be titled "Application for Police Permit" or it will not be accepted.

TOP DO NOT SIGN UNTIL INSTRUCT	ED TO DO SO - Must be witnessed by a Deputy Ci	ty Clerk or prepared by a Notary Public.
Applicant's Signature:		_ Date:
Print Name:		
Witness Signature:	Print Name:	Date:
Revised 03/23	D 7	

REQUEST FOR LIVE SCAN SERVICE Applicant Submission

FOLLOW INSTRUCTIONS BELOW	
ORI: CA0194200 Type of Application: LI	CENSE CERT OR PERMIT
Job Title or Type of License, Certification or Permit: ************	**** POLICE COMMISSION PERMIT
Agency Address Set Contributing Agency:	
LAPD (CAPDLOS ANGELES)	14923 ← LAPD has many codes. Use this.
Agency authorized to receive criminal history information	Mail Code (five digit code assigned by DOJ)
700 E. TEMPLE ST. STE B22 Street No. Street or P.O. Box	Contact Name (Mandatory for all school submissions)
LOS ANGELES CA 91351	(213) 996-1210
City State Zip Code	Contact Telephone No.
ENTER INFORMATION FOR 1 – 11b Live	Scan Operator: Be sure to enter all items.
Name of Applicant: 1	
(please print) Last First	MI
Alias: 2	Driver's License No. 3
Last First 5	
Date of Birth: 4 Sex: Male Female	Misc. No. BIL- N/A
	Agency Billing Number
Height: 6 Weight: 7	Misc No:
Eye Color: ⁸ Hair Color: ⁹	Home Address: 11a
Place of Birth: 10	Street or P.O. Box 11b
	City, State and Zip Code
SOC: ***DO NOT ENTER SOCIAL SECURITY***	
MAKE TWO COPIES. GO TO LIVE SCAN CE	NTER.
Your Number: TRC# OCA No. (Agency Identifying No.)	Level of Service X DOJ FBI
OCA No. (Agency Identifying No.)	
If resubmission, list Original ATI No.	
Employer: (Additional response for agencies specified by statute)	
	DO NOT USE THIS SECTION
Employer Name	
Street No. Street or P.O. Box	Mail Code (five digit code assigned by DOJ)
City State Zip Code	() Agency Telephone No. (optional)
City State Zip Code	Agency Telephone No. (optional)
Live Scan Transaction Completed By:	Date:
Name of Operator	Duc.
Transmitting Agency ATI No.	Amount Collected/Billed
LAPD 02/2016	
GIVE COPIES OF FORM: ORIGINAL-Live Scan Operator; <u>SECOND COPY-S</u>	END TO LAPD; THIRD COPY-Keep
BCII 8016 (Rev 04/01)	



The Los Angeles Police Commission will not issue a permit for any business activity which is not allowed at a location by the Zoning Administration. Be advised that this form is only valid if signed, dated, stamped and all fields on the form are completely filled out by a representative of the Department of Building and Safety. All incomplete forms **will not** be accepted and will delay the application process.

Zoning and Use Clearance Form Procedure

Please use the following steps to complete your Zoning and Use Clearance Form:

Step 1: Make a "New Submittal" appointment with LADBS, using the following BuildLA link: <u>https://appointments.lacity.org/apptsys/Public/Account</u>

Step 2: Click "Make an Appointment" located in the "Schedule Appointment" Tab

IOS ANGELES				Update on coronavirus 311 City Services LA City Directory
BuildLA				? Support - Log In / Register @
	Schedule appoir quickly and easi Make appointments across multiple age counter, and find the information you ne projects forward today.	ly v v v ncies, enter our virtual		
	Schedule Appointments Schedule an in-person or virtual appointment.	Upcoming Appointments View, cancel or reschedule upcoming appointments;	3 Previous Appointments View previous appointments and related attachments.	
	Make an Appointment	Upcoming Appointments	Previous Appointments	

Step 3: In the "Lets Get Started" dialog box make the following selections:

Agency/Department-Building and Safety (LADBS)

Select Service-Building Plan Check – New plan check submittal

Select Office- LADBS – Metro (Downtown) 4th Floor

Don't See your Service?

At your appointment time, LADBS will screen your request and documents and assign them to a LADBS engineer to review your request for approval. Additional documents may be requested.

Los Angeles Department of Building and Safety (LADBS) -201 N. Figueroa St., First Floor, Los Angeles 90012 Phone: 311 or (213) 473-3231



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Affidavit of Property Owner-Consent to Operate

Complete this form <u>only</u> if your lease agreement does not indicate the usage. This form must be notarized or signed before a Deputy City Clerk. If providing a notary form, be sure the document is titled "Affidavit of Property Owner -Consent to Operate."

Type(s) of Permit(s) applying for:					
Doing Business as (DBA):		_			
Contact Phone No:					
	□Live Entertainment □Dance Floor	•			
Type of Permit (select all that apply):	Pool Table Amusement Machines Bowling				
Property Owner Information - Do Not Leave Anything Blank					
Legal Name of Lessor					
Legal Name of Lessor:					
Lessor Business Address:	Apartment, Suite, Space, Unit numbers, etc.)				
City:	Zip Code:				
Lessor Mailing Address:	kao ahaya wija "aana")	-			
City:					
Contact Phone No:	Business Phone No:	_			
For Notary Public Use Only					
	, being duly sworn, depose and say that I am the owner and/o				
	e application and do hereby consent to the filing of a Police Perr	nit			
Application and to the permitted activities. (Notariz	zed Form attached)				
Signature of Notary Public	Notary Public Stamp Here				
State ID:					
Date:					
Si moturo of Dromorty Osumory	Data				
Signature of Property Owner:					
Print Name:	Title:	—			
Signature of Deputy City Clerk:	Date:				
Print Name:					



Designation of Qualified Manager

(I/We) Perm	it Holder's/Permit Applicant's Full Legal Name		
Doing Business As	Business Name (Doing Business As)	, designate the following	person(s)
	Full Legal Name of Qualified Manager	State Identification	Number

Full Legal Name of Qualified Manager

State Identification Number

as my/our Designated Manager, to represent (me/us) before the Los Angeles (Commission), Los Angeles Police Department, or any office or department of the City of Los Angeles with respect to (all) my police permit(s).

Said Designated Manager is authorized to receive information about all accounts related to police permits held by me/us including permit applications, history, status, disciplinary action, fees, payments taxes, and other information used by the City to transact business on police permits. Said Designated Manager is authorized to transact business in connection with police permits, including opening and closing accounts, applying for permits, canceling permits, giving oral and written information, and to perform any act or thing whatsoever concerning police permits in every aspect as (I/we) could do were (I/we) personally present. The Designated Manager has the authority to legally and financially bind the permit holder.

This Designation of Qualified Manager revokes all earlier Designation of Qualified Manager forms and shall be in full force and effect until written revocation is received by the Commission or until a new form is requested by the Commission and executed by me/us.

The undersigned permit holder(s)/applicant(s) further certifies that this Designation of Qualified Manager was completely filled in at the time of this execution.

I read, write, and understand English, or I have had the permit process and all documents, including this Designation of Qualified Manager form sufficiently explained to me.

Signed this			
Day	Month	Year	Master Account Number
			This form MUST BE NOTARIZED.
Permit Holder's/Applicant's Full Legal Name—Printed or Typed			The NOTARY FORM MUST STATE THE TITLE OF THIS DOCUMENT AS "Designation of Qualified Manager" or the form will not be accepted. Notary, see additional instructions below.
Permit Holder's/Applica	nnt's Signature(s)		
Notary must complete the i	information below:		
Notary's street address:			
Notary's city, state, and zip of	code:		
Notary Public's Phone #:			
Notary Public's email addres	ss (optional):		

After receipt and review of the completed form, this Designation of Qualified Manager will be applied to all permit holder accounts. This form is to be utilized for the establishing of the Qualified Manager only, and the Qualified Manager is responsible for contacting the City to request any information or complete any transaction.

The following is an excerpt of the Los Angeles Municipal Code outlining the City law regarding CES police permits.

Section 103. 102 Cafe Entertainment and Shows

SEC. 103.102. CAFE ENTERTAINMENT AND SHOWS. (Amended by Ord. No. 175,676, Eff. 1/11/04.)

(a) **Cafe Entertainment and Shows Defined.** As used in this article, the terms "cafe entertainment and shows" mean every form of live entertainment, music, band or orchestra, act, play, burlesque, revue, pantomime, scene, song or dance act, participated in by one or more persons.

These terms shall also include the exhibiting or showing of still or motion pictures at a public place incidental to the primary business of selling or offering for sale food or beverages or where food or beverages are given away.

(b) **Cafe Entertainment and Shows Business Defined.** Cafe entertainment and shows business means the management or control of any premises:

1. To which the public is admitted on a regular basis for the primary purpose of viewing cafe entertainment and shows;

2. Not used primarily for cafe entertainment and shows, but which premises are available on a regular basis, for the purpose of viewing cafe entertainment and shows;

3. Not used primarily for cafe entertainment and shows, but which premises are available, for the purpose of viewing cafe entertainment and shows, provided however, the premises has an occupancy of 2500 or more.

(c) Permit Required. No person shall engage in the cafe entertainment and shows business without a written permit from the Board.

No permit shall be required if the operation of the show is already permitted under an existing carnival permit.

The provisions of this section are not applicable when a band, orchestra or instrumental group with or without a vocalist performs at a dance, cafe or public place for the purpose of providing music for dancing and the person or persons conducting, presenting or managing the dance has a current dance hall, dancing club or public dance permit.

SEC. 103.102.1. ADDITIONAL REGULATIONS.

(Amended by Ord. No. 176,907, Eff. 9/25/05.)

Any business providing live entertainment in which an entertainer is present shall conform to all the applicable requirements previously set forth in this article and shall also conform to the following additional requirements, whether or not a permit is required under Section 103.102:

(a) No person under the age of 18 years shall be permitted within the premises at any time during the hours of operation, or under the age of 21 years if the business serves alcohol.

(b) The business shall provide separate dressing room facilities for entertainers that are exclusively dedicated to the entertainers use.

(c) No portion of the interior of the premises shall be visible from outside the premises during the hours of operation.

(d) The premises shall be equipped with lighting fixtures of sufficient intensity to illuminate all interior areas of the premises accessible to patrons with an illumination of not less than 1.5 foot-candles evenly distributed as measured at floor level, except during performances, at which times lighting shall be at least 1.0 foot-candles.

(e) Except for restrooms, the premises must be configured so that there is an unobstructed view of all interior areas to which any patron is permitted access. There shall be no entertainment booths, rooms or cubicles. Visibility shall not be blocked or obscured by doors, curtains, drapes, partitions or room dividers of any kind. Partitions of any kind, including drapes made of opaque or other material, are not permitted. Nothing in this subsection precludes the installation of columns which are essential for the structural integrity of the building.

(f) The business shall provide separate restroom facilities for males and females.

(g) No operator, entertainer, employee, agent, or manager of the business shall knowingly permit any patron to intentionally caress, or fondle the clothed or unclothed breasts or genitals of any operator, entertainer, employee, agent, or manager of the business, or knowingly permit any operator, entertainer, employee or agent to intentionally caress or fondle the unclothed breasts or genitals of any patron.

(h) The business shall comply with all signage, parking, landscaping, and design standards established by the City.

(i) The business shall remove all graffiti as soon as it appears, but not later than 48 hours after it appears, from the premises and property controlled by the business.

(j) The business shall, on a daily basis, ensure that all trash, debris and litter from the premises and property controlled by the

business, as well as from all common and public areas immediately adjacent to the business, is placed inside appropriate refuse containers.

(k) The business shall be carried on in a building, structure and location that complies with the requirements and meets the standards of the health, fire and safety laws of the State of California and ordinances of the City of Los Angeles.

(1) The business shall be carried on at a location that complies with the zoning standards established by the City.

(m) The business shall require its employees to maintain identification that includes a photograph of the employee in the form of a valid driver's license, State identification, or other government issued identification on the premises while working at the business.

(n) If the business serves alcohol, it shall comply with all applicable laws, rules, regulations and any conditions imposed by the Department of Alcoholic Beverage Control.

(o) A manager shall be on duty at all times during hours of operation, or when patrons are present on the premises. The manager on duty shall not be an entertainer.

(p) No permittee shall knowingly allow or permit any act of sexual intercourse, sodomy, oral copulation, or masturbation to be committed on the premises, or knowingly permit or allow the premises to be used as a place in which solicitations for sexual intercourse, sodomy, oral copulation, or masturbation openly occur.

(q) At least one state licensed and bonded uniformed security guard shall be employed exclusively to provide security for the business during business hours.

(r) There shall be no beds on the premises accessible to patrons at any time.

(s) The business shall submit with its application a floor plan, drawn to scale, showing all interior dimensions of the premises. Any change to the floor plan requires the business to submit to the Board a revised floor plan within seven calendar days of any alteration, modification or change.

(t) As used herein, the word "knowingly" does not remove a permittee's duties to supervise and take action. A permittee shall be responsible for the conduct of all employees and entertainers while they are on the premises and every act or omission by an employee or entertainer constituting a violation of any of the provisions of this article shall be deemed the act or omission of the permittee if such act or omission occurred with the authorization, knowledge or approval of the permittee, or as a result of the permittee's negligent failure to supervise the employee or entertainer's conduct or to take action after learning of conduct which violates this section.

SEC. 103.102.2. COMPLIANCE BY EXISTING PERMITTEES AND EFFECT OF NONCOMPLIANCE. (Amended by Ord. No. 176,907, Eff. 9/25/05.)

(a) All cafe entertainment and shows permittees must comply with the provisions of Section 103.102.1 upon its effective date, except that these permittees shall comply with Subsections (b), (c), (e) and (f) no later than 180 days from the effective date of that section. Compliance with Subsection (e) is further extended 90 days from the date of amendment of that subsection.

(b) Violations of the regulations set forth in Section 103.102.1 shall not be prosecuted as misdemeanors, but shall be subject to administrative sanctions and civil remedies as provided by this Code, or at law or in equity, or any combination of these.