



CARNIVALS

Section 103.104

STEPS FOR OBTAINING A PERMIT

- 1. Submission:** Applications will not be accepted by mail. Please send your completed application documents by email to pcpermitapplications@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 investigation and reach out to inform you of the final notice.

PLEASE NOTE

- Obtain all other city permits as the police permit is the last stop. Other permits may include the Department of Building and Safety's Temporary Special Event (TSE) permit, Fire Marshall plot plan approval, park permit for usage, etc.
- The cost of processing applications for this permit is **\$97.00**, 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 NOT 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/0-0-0-191915#JD_103.104.



CARNIVALS

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Business Name: _____

Business Address: _____

Forms & Documents Needed To Complete Application		DONE	N/A
1	Business Information - Face Sheet Form		
2	About My Event Form <i>(Complete form as it pertains to the business)</i>		
3	Owners & Applicants Form <i>(Ownership should equal 100%. If not, explain in the space provided)</i>		
4	Personal Application Form <i>(Each owner must complete this form)</i> - 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 one required per year, to be submitted with first application of the year - 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 Department of Justice for \$32 per card and 2. Request for Exemption form per applicant card		
7	Temporary Special Event - The Department of Building and Safety (LADBS) will determine whether or not this permit is needed. If it does not apply to you, please instruct your LADBS investigator to email your Police Commission investigator to let me them know. Applications are accepted online at: https://www.ladbs.org/services/core-services/plan-check-permit/types-of-plan-checks-permits/special-event-permit		
8	Consultant Authorization Letter <i>(if applicable)</i> -To be submitted with first application of the year		
9	Fire Sign-Off -Create your own plot plan including exits and surrounding streets then obtain approval from Fire		
10	Copy of all Relevant Contracts - Examples include insurance, venue, security, service agreements, etc.		
11	Publication Proofs <i>(See page 9 for instructions)</i>		
12	Copy of Fictitious Name Statement <i>(not required if the legal name and the DBA are the same)</i> -Required for all applicants (whether sole proprietorship, partnership, LLC, corporation, etc.) Your business's DBA must be registered with the County of Los Angeles: https://www.lavote.gov/home/county-clerk		
13	Entity Checklist -Refer to page 3 to review which documents are applicable to your application		



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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 - Fictitious Name Statement	
Partnership - A Partnership agreement naming all partners; or - Certificate of Limited Partnership for limited partners certified by the Secretary of State - Fictitious Name Statement	
Limited Liability Companies (LLC) - Articles of Organization - Operating Agreement (Identifying all members) - Fictitious Name Statement - All members must apply	
Corporation (C-Corp, S-Corp and Professional Corp) - Corporate Resolution or Meeting Minutes (Identifying officers & signed by Corporate Secretary) - Articles of Incorporation (Certified by the State of CA); if out of State, submit equivalent - Copy of Stock Certificates - Fictitious Name Statement - All officers and all persons owning a controlling interest in a non publicly traded corporation must apply	

****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 Dance Hall 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: _____	CARNIVALS
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 Anything Blank

Type of Business Entity: (Please check one)

Sole Proprietorship _____ Partnership _____ Limited Liability Company (LLC): _____
Corporation _____ Non-Profit _____ Other: _____

Entity Name: _____

Doing Business as (DBA): _____

Business Address: _____
(Must include: Apartment, Suite, Space, Unit numbers, etc.)

City: _____ Zip Code: _____

Mailing Address: _____
(If address is same as above, write "same")

City: _____ State: _____ Zip Code: _____

Contact Phone No: _____ Business Phone No: _____

Email of Business: _____



About My Event

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: _____

Business Information and Details

Adult Charity

Adult Commercial

Name of Event: _____

Event Address: _____ City: _____ Zip: _____

Has this organization held prior events in L.A.?(yes/no): _____ Any Arrests? (yes/no): _____

Date of Last Event: _____ Contact Person: _____ Contact Phone No: _____

Number and Names of Games: _____

Date of Event: _____ **Time Event Starts:** _____ **Time Event Ends:** _____

TSE Permit Number: _____

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:



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: _____
(Must include: Apartment, Suite, Space, Unit numbers, etc.)

City: _____ Zip Code: _____

Contact Phone No: _____ Business Phone No: _____

Email Address: _____

DOB: _____ Driver's License/ID: _____ State: _____

Gender: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Applicant History - Do Not Leave Anything Blank

If married, will your spouse be involved with the business? Yes _____ No _____
(If you answered yes and are applying as a sole proprietor or partnership, your spouse must apply.)

Have you ever used any other names in the past? Yes _____ No _____

If yes, list other names used: _____

List previous permits held: _____

Have you ever been denied, suspended or revoked a Police Commission Permit? Yes _____ No _____

Have you ever been arrested for a crime resulting in a conviction? Yes _____ No _____

If you answered "YES," please provide details:

Date: _____ City: _____

Charge: _____ Disposition: _____

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.



DO NOT SIGN UNTIL INSTRUCTED TO DO SO - Must be witnessed by a Deputy City Clerk or prepared by a Notary Public.

Applicant's Signature: _____ Date: _____

Print Name: _____

Witness Signature: _____ Print Name: _____ Date: _____

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

*****FOLLOW INSTRUCTIONS BELOW*****

ORI: CA0194200 Type of Application: LICENSE 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
Height: 6 Weight: 7 Agency Billing Number
Eye Color: 8 Hair Color: 9 Misc No: _____
Place of Birth: 10 Home Address: 11a
11b Street or P.O. Box
City, State and Zip Code
SOC: *****DO NOT ENTER SOCIAL SECURITY*****

*****MAKE TWO COPIES. GO TO LIVE SCAN CENTER.*****

Your Number: TRC# Level of Service DOJ FBI
OCA No. (Agency Identifying No.)
If resubmission, list Original ATI No. _____

Employer: (Additional response for agencies specified by statute)
Employer Name *****DO NOT USE THIS SECTION*****
Street No. Street or P.O. Box Mail Code (five digit code assigned by DOJ)
City State Zip Code () Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Date: _____
Name of Operator
Transmitting Agency _____ ATI No. _____ Amount Collected/Billed

LAPD 02/2016

GIVE COPIES OF FORM:
ORIGINAL-Live Scan Operator; SECOND COPY-SEND TO LAPD; THIRD COPY-Keep
BCII 8016 (Rev 04/01)



Publication Information

The permit you are applying for requires publication in a newspaper local to the area where you will be operating. Use the instructions below to complete this requirement.

Applicant Instructions

1. Fill out the example form below, the public notice should be published accordingly.
2. Use an English newspaper with general circulation in the area of your business. Note that newspapers covering a smaller area are generally less expensive and some newspapers publish once a week. Plan ahead to minimize the cost of your publication.
3. Publish the notice and present proofs with to complete your application.
 - a. The notice should be published twice, at least 5 days apart.
 - b. The first printing cannot be before your in-person appointment.
 - c. The last printing must be 21 days or less from the day you file the application.

Example Publishing Timeline

Application appointment date:	January 1st
First day notice can print:	January 1st
Days last notice can print:	January 5th - January 22nd

NOTICE OF APPLICATION FOR POLICE PERMIT

Notice is hereby given that application has been made to the Board of Police Commissioners for a permit to conduct a:

_____ [Permit Type]

ENTITY NAME: _____ [Legal Name]

DOING BUSINESS AS: _____ [Doing Business As]

LOCATED AT: _____ [Address]

Any person desiring to protest the issuance of this permit shall make a written protest before _____ to the
[Date]

LOS ANGELES POLICE COMMISSION
100 West First Street
Los Angeles, CA 90012

Upon receipt of written protests, protesting persons will be notified of date, time, and place for hearing.

BOARD OF POLICE COMMISSIONERS



THE LOS ANGELES FIRE DEPARTMENT

FIRE DEVELOPMENT SERVICES, PLAN-REVIEW AND INSPECTION FEES

EFFECTIVE July 21, 2022

FIRE DEPARTMENT SECTION 118, PLAN-CHECK AND INSPECTION FEES

TYPE OF SERVICE	FEE RATE	COMMENTS
Fire/Life Safety Plan Review	The greater of 0.111% of project valuation or \$1,011	Paid before plan review services are rendered
Inspection and Re-Inspection	\$337 per hour	Paid before certifications of occupancy are signed-off
Off-Hours Inspection	\$480 (4 hours minimum) and \$120 per hour, or any portion of one hour, thereafter plus (+) \$337 per hour for inspection and re-inspection.	Paid before certificates of occupancy are signed-off
Expedite and Additional Expedite Plan Review	\$480 flat-rate fee (4 hours minimum) and \$120 per hour, or any portion of one hour, thereafter plus (+) the greater of 0.111% of project valuation or \$1,011	The flat rate fee of \$480 is paid before services are provided. Additional Expedite hours will be billed.
Fire Code Review	\$337 per hour	First hour is paid before services are rendered

SEC. 103.104. CARNIVALS.

(Amended by Ord. No. 117,644, Eff. 1/1/61.)

(a) Definitions.

1. “**Carnival**” shall mean any fair, festival or like activity of a temporary nature having a concession or concessions.
2. “**Concession**” shall mean and include any booth or stand or any space, court or area at or in which any game or test of skill, science or amusement is offered and at or in which the public is permitted or invited to participate for a fee, charge or donation.
3. “**Operator**” or “**Conductor**” shall mean the operator or conductor of a carnival or concession, as more particularly set forth in Subsection (b) of Section 21.75 of this Code.

(b) Permit Required.

1. No person shall conduct, operate, maintain or carry on a carnival without a written permit from the Board unless exempted under the provisions of Subsection (g) of this section.
2. The operator or conductor shall be responsible for filing the application for a police permit.
3. The permit shall become immediately null and void and without force or effect upon failure to comply with any applicable provisions of this section, or upon the making of a false or misleading application therefor, or upon violation of the gambling statutes or ordinances of the State of California or City of Los Angeles, the hearing, suspension or revocation provisions of this article to the contrary notwithstanding.
4. The duration of a carnival operating under fee exempt permit shall not exceed ten calendar days.

(c) Permit Application Requirements.

1. The application shall be filed on a form and in a manner prescribed by the Board.
2. The application shall be for a specified time and for a specified location.
3. New applications shall be required for any renewal, change in location, or change in operating time period, and shall be accompanied by the required fees set forth in Section 103.12.
4. **(Amended by Ord. No. 173,300, Eff. 6/30/00, Oper. 7/1/00.)** The application shall be filed with the Office of Finance not less than 14 calendar days prior to the first day of operation of the carnival. No application shall be accepted by the Office of Finance which is not filed within the time limit prescribed herein.
5. A complete list of the names and a brief description of the method of play for each game or test of skill, science or amusement shall be attached to the application.

(d) No Permit to Minors. No application shall be accepted from any person under 18 years of age. **(Amended by Ord. No. 144,116, Eff. 12/31/72.)**

(e) (None)

(f) Carnival Prohibited on Streets. No permit shall be granted to any person to hold a carnival in or upon any of the streets or alleys belonging to this City.

(g) Permit Exemptions. No police permit and no police permit fee shall be required for any religious, charitable, educational or other nonprofit benevolent institution to operate or conduct a carnival when the net proceeds of the carnival are to be used exclusively for religious, charitable, benevolent, educational, or civic purposes, and the operator or conductor has applied for and obtained a tax exempt registration certificate pursuant to the provisions of Section 21.75 of this Code. **(Amended by Ord. No. 143,208, Eff. 5/6/72.)**

(h) Public Hearings. The Board shall require a public hearing prior to taking action on an application for a permit to conduct or operate a carnival. The applicant for such permit shall cause a notice of public hearing to be published two times at intervals of not less than five days within the 14-day period prior to the first day of operation of the carnival. Such notice shall be published in a newspaper of general circulation in the area where the carnival is to be located and the applicant shall bear all expenses involved in such printing and publishing. The Board shall cause a suitable public notice to be posted at the location where the carnival is to be conducted at least five calendar days prior to the first day of the carnival. All such public notices shall conform to rules and regulations adopted by the Board and shall be designed to inform the public of the proposed carnival, its location, the names of the applicant or applicants, the time of the public hearing and the right of objecting persons to be heard. Any interested person may file written protests, or objections or appear at the hearing. The Board shall give consideration to all such protests in reaching a decision on such application. The provisions of this subsection shall apply to all carnivals, the provisions of Section 103.03 of this Code to the contrary notwithstanding. **(Amended by Ord. No. 137,649, Eff. 1/6/69.)**

(i) **False Statement.** Any person who makes or causes to be made any false or misleading statements or omissions in an application for a carnival permit, shall be guilty of a misdemeanor.