



Dancing Academy

Section 103.105

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 initial intake and refer your case to the Investigation and Enforcement section to complete your investigation.

PLEASE NOTE

- The cost of processing applications for this permit is **\$110.00**, 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/0-0-0-191961



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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 Business 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 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 Department of Justice for \$32 per card and 2. Request for Exemption form per applicant card		
7	Original Zoning & Clearance Form - Bring the form provided (page 9) to the Department of Building and Safety, Zoning Administration - Must submit original form (Signature, date, contact number, & 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 Complete Lease Agreement and/or Finalized 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		
10	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		
11	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)		
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		
14	Copy of Municipal Code pertaining to relevant Police Permit <i>(For informational purposes only)</i>		



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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 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: DANCING ACADEMY

PC Account No: _____

PC File No: _____

Grant Date: _____

LAPD Area: _____

RD No: _____ Council District No: _____

CID Staff Stamp Here

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 the Dancing Academy 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 Operation

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 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 No

If not, please explain (use additional pages if needed): _____

Type of Dance Classes Offered: _____

Capacity: _____ Admission Fee: _____ Number of Instructors: _____

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)

Agency authorized to receive criminal history information

700 E. TEMPLE ST. STE B22

Street No. Street or P.O. Box

LOS ANGELES CA 91351

City State Zip Code

14923 ← **LAPD has many codes. Use this.**

Mail Code (five digit code assigned by DOJ)

Contact Name (Mandatory for all school submissions)

(213) 996-1210

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 Last First 5
Date of Birth: 4 Sex: Male Female
Height: 6 Weight: 7
Eye Color: 8 Hair Color: 9
Place of Birth: 10
SOC: *****DO NOT ENTER SOCIAL SECURITY*****

Driver's License No. 3
Misc. No. BIL- N/A
Agency Billing Number
Misc No: _____
Home Address: 11a
Street or P.O. Box
11b
City, State and Zip Code

*****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

Street No. Street or P.O. Box

City State Zip Code

*****DO NOT USE THIS SECTION*****

Mail Code (five digit code assigned by DOJ)

()
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)



Zoning and Use Clearance Form

PC Permit Type (*Limit 1 per form*): DANCING ACADEMY P-526

Address of Business: _____

City: _____ Zip Code: _____

Located between streets: _____

LADBS USE ONLY-- INSPECTOR TO ANSWER ALL ENTRIES BELOW

Zone: _____

LADBS Permit Type: _____

LADBS Permit No. : _____

Business shown ____ is ____ is not **A PERMITTED USE**

Business shown ____ is ____ is not **A PERMITTED USE BY THE OCCUPANCY RECORD**

**Applicant Note – Additional Building and Safety and/or Zoning requirements may be applicable and imposed.*

Is a Conditional Use Permit Required? Yes ____ No ____

CUP ZA No. _____ (*Please provide copy*)

Has the USE been vacated for greater than one year? Yes ____ No ____

Remarks:

LADBS Signature: _____ Place Stamp Here
LADBS Printed Name: _____
Date: _____
Contact No: _____

Building and Safety Locations: Open to the Public - Appointment only (www.ladbs.org)

Downtown Los Angeles: 201 N. Figueroa Street, First Floor, Los Angeles, 90012
Hours of Operation: Monday through Friday, 7:30 a.m. to 4:30 p.m.

Drop-Off/Pick-up Only

Van Nuys: 6262 Van Nuys Blvd #251, Van Nuys, 91401 Hours:
Monday, Tuesday, Thursday, Friday, 7:30 a.m. to 4:00 p.m.
Wednesday: 9:00 a.m. to 4:00 p.m.

West Los Angeles: 1828 Sawtelle Blvd, Los Angeles, 90025
Hours: Monday, Tuesday, Thursday, Friday, 7:30 a.m. to 4:00 p.m.
Wednesday: 9:00 a.m. to 4:00 p.m.

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.

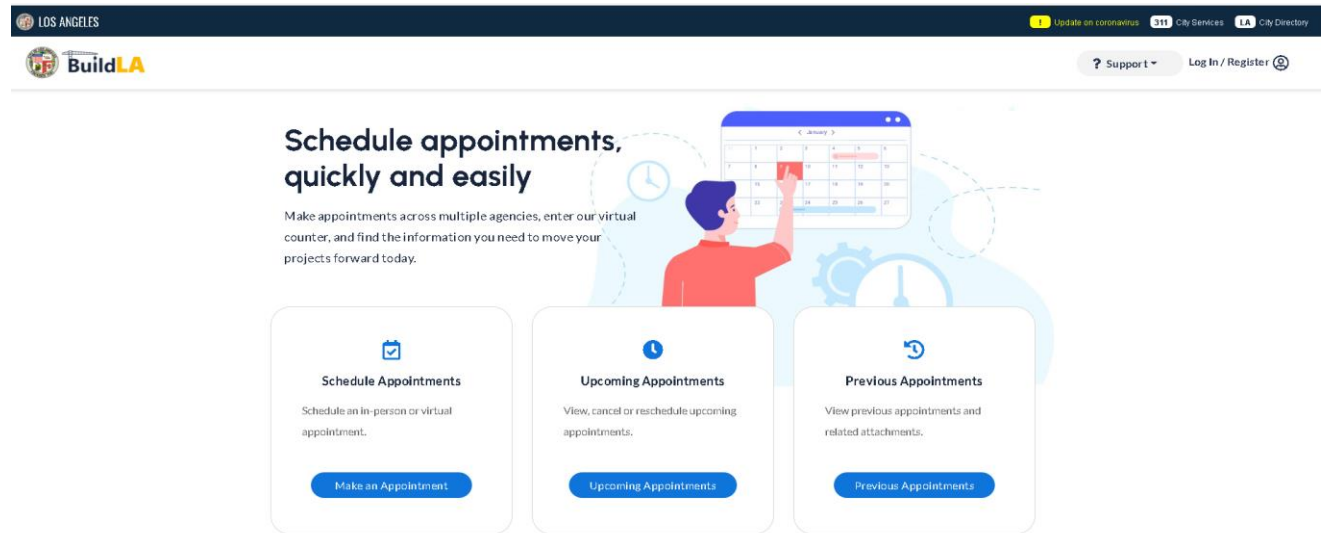
Zoning and Use Clearance Form Procedure

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:

<https://appointments.lacity.org/apptsys/Public/Account>

Step 2: Click “**Make an Appointment**” located in the “Schedule Appointment” Tab



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**

Let's Get Started

Select Agency/Department
Building and Safety (LADBS) ▼

Select Service [Don't See your Service?](#)
Building Plan Check – New plan check submittal ▼

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

[< Back](#) [Next](#)

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



Affidavit of Property Owner - Consent to Operate

Complete this form **only** 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: _____ Business Phone No: _____

Type of Permit: DANCING ACADEMY

Property Owner Information - Do Not Leave Anything Blank

Legal Name of Lessor: _____
(Must match lease)

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

City: _____ Zip Code: _____

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

City: _____ State: _____ Zip Code: _____

Contact Phone No: _____ Business Phone No: _____

For Notary Public Use Only

I, _____, being duly sworn, depose and say that I am the owner and/or authorized agent of the real property involved in the application and do hereby consent to the filing of a Police Permit Application and to the permitted activities. (Notarized Form attached)

Signature of Notary Public

State ID: _____

Date: _____

Notary Public Stamp Here

Signature of Property Owner: _____ Date: _____

Print Name: _____ Title: _____

Signature of Deputy City Clerk: _____ Date: _____

Print Name: _____



Designation of Qualified Manager

(I/We) _____
Permit Holder's/Permit Applicant's Full Legal Name

Doing Business As _____, designate the following _____ person(s)
Business Name (Doing Business As) number

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 of _____
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/Applicant's Signature(s)

Notary must complete the information below:

Notary's street address: _____

Notary's city, state, and zip code: _____

Notary Public's Phone #: _____

Notary Public's email address (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
Dance Academy police permits.

Section 103. 105 Dancing Academy

SEC. 103.105. DANCING ACADEMIES.

(a) **Definitions.** As used in this article:

1. “**DANCING ACADEMY**” means a regularly established place of business maintained or conducted principally for the purpose of giving instructions in dancing.

(b) **Permit Required.** No person shall engage in, manage, conduct, maintain, or carry on the business of furnishing a place where instruction in dancing is given without a written permit from the Board.

(c) **Change of Location.** A change of location may be endorsed on a permit by the Board upon written application by the permittee accompanied by the change of location fee prescribed in Section 103.12.

(d) **Invitational Dance.** 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.

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.

(e) **Public Dance – Unless Invitations.** Every dance or ball given by a dancing academy for or to which former pupils of such academy are admitted shall be deemed to be a public dance unless all the provisions in this section concerning the issuance of invitations are complied with.

(f) **Register Required.** Every person conducting, maintaining or carrying on a dancing academy shall keep at all times a register of all persons instructed in dancing therein, in which shall be entered:

1. The name of each and every such person;

2. The time when such instruction begins;

3. The time when the same terminates;

4. The dates upon which instruction is given or contracted to be given;

5. In the case of a female minor under the age of 18 years or a male minor under the age of 17 years, the name of the parent or guardian or other person exercising parental control over such minor with whom the contract for instruction for dancing was made on behalf of such minor. Said register shall be at all time open to the inspection of the Chief of Police and the members of the Police Department.

(g) **Intoxicating Liquor, Sale of.** No person shall sell, furnish, serve or give away any intoxicating liquor in any dancing academy or in any room or place connected with or used in connection with any such dancing academy or at any place upon the same premises or within the same enclosure in which such dancing academy is situated while dancing or dancing instruction is being carried on.

(h) **Invitations – Writing False Names.** No person shall write upon an invitation a false name or any name other than the true name of the persons accompanying the holder of any invitation as provided in this section.

(i) **Illumination.** No permittee or his employees shall hold or conduct any dance or instruction in dancing in any dancing academy after sunset unless the room or hall in which the dance or instruction in dancing is held is well lighted at all times. The intensity of such lighting shall not be less than a minimum of one foot candle at a plane three feet above the floor at all points on such floor

(j) **Shutting Off Light.** No person shall shut or turn off the lights or lighting or reduce the intensity below the minimum in Subsection (i).