

Game/Skills/Science

Section 103.116

STEPS FOR OBTAINING A PERMIT

- **1. Submission:** Applications will not be accepted by mail. Please send your completed application documents by email to preprint applications@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.
- **Investigation:** The Investigator assigned to your case will complete the investigation and reach out to inform you of the final notice.

PLEASE NOTE

- O This permit applies to businesses with amusement games (not including sporting events) which are participated in for any prize or when a fee is paid for participation and skill is a determining factor in awarding prizes. Luck or chance is not involved. For example, the "claw" game.
- The permit is required if prizes are to be given out (which may not be money or exchanged for money).
- The cost of processing applications for this permit is \$199.00, subject to change.
- O 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.
- o 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/0-0-0-192464



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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 (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 Department of Justice for \$32 per card and 2. Request for Exemption form per applicant card		
7	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 (if applicable)		
9	Copy of ABC (Alcohol Beverage Control) License with Conditions (if applicable)		
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	Re uirements 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 12)		
13	Entity Checklist -Refer to page 3 to review which documents are applicable to your application		



Business Name:

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

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В	usiness 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	

Limited Liability Companies (LLC)

- Articles of Organization

Secretary of State

- Operating Agreement (Identifying all members)

- A Partnership agreement naming all partners; or

- Fictitious name statement (certified by the State)
- All members must apply

Corporation (C-Corp, S-Corp and Professional Corp)

- Certificate of Limited Partnership for limited partners certified by the

- 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 an Arcade Permit and a Game/Skill/Science permit, two Face Sheets must be completed.

For Police Commission Use Only - Do Not Write In This Section Type of Permit: GAME/SKILLS/SCIENCE 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: 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") State: Zip Code: Contact Phone No: Business Phone No: Email of Business:



Los Angeles Police Commission · Commission Investigation Division · Permit Processing & Records Section

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

About the Game/Skills/Science Business

Account No:							
compliance dur	•	on. If any part o	vill be used in conju of the information			-	
Complete All	Fields - Do No	t Leave Anyth	ing Blank				
_							
Hours of Oper	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 Info	rmation and D	etails					
Is your busines	s currently in op	eration? □Y	es □No			ut a permit. Peri location not app	
Is your busines	s ready to open?	ΠY	es □No				
If not, please ex	xplain (use addit	ional pages if n	eeded):				
	ity, select all tha	т арргу. □Ро	□Live Entertainme ol Table □An ctivities above, you	nusement Machi		C	
			nber of Machines R				
Alcohol Bevera	ge Control (ABC	C) license: □Yes	s □No Condition	ns: □Yes □No	License Number	r: Exp	Date:
Seating Capacit	y: Adı	nission Fee:	Number of	Security Guards	:: Is si	moking permitte	d? □Yes □No
	arking informati l parking/valet in		et Parking et company name, a	■Valet Parking auto park address	_	Auto-Park/Garag	ge Storage
	ULLY BEFORE						
any supplemental	documents is true	and correct. I un	w of the State of Cali derstand that all infor ocation of permits is:	mation provided a	and statements ma	de are sub ect to i	t Application and nvestigations and
	plinary action and		s and rules as defined ity Attorney and the I				
						ite:	
Applicant s Sig	gnature:				Da	ite:	



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): Percent of Name Title (All Required Applicants) (President, CEO, CFO, Secretary, etc.) Ownership Total Percentage of Ownership If the percentage of ownership does not add up to 100%, explain below:



Revised 03/23

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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.

Name of Applic	cant:				
Home Address:		(Must include: Apartment, S			
			uite, Space, Unit numbers, etc.)	Zip Code:	
			Business Phone No:		
Email Address:					
			:		State:
Gender:	Height:	Weight:	Hair Color:	Eye C	Color:
Applicant Histo	ory - Do Not Leave	Anything Blank			
ŕ		olved with the business?		Yes	No
	ves and are applying as used any other name		ship, your spouse must apply.)	Yes	No
If yes, list other	names used:				
List previous pe	ermits held:				
Have you ever l	been denied, suspen	ded or revoked a Police	Commission Permit?	Yes	No
Have you ever been arrested for a crime resulting in a conviction? Yes No				No	
If you answered	d "YES," please pro	vide details:			
Date:		City:			
Charge:		D	sposition:		
Details:					
*Use additiona	l pages if needed.				
AD CAREFULL	Y BEFORE SIGNI	<u>VG</u>			
plemental documents estatements may b	nts is true and correct. le grounds for denial or	understand that all informat revocation of permits issued	fornia, all information contained on provided and statements may by the Los Angeles Police Co	nde are subject to in mmission.	vestigations and any
	_		NOTARIZED. The notary be titled "Application for P	_	-
DO NOT SIGN U	UNTIL INSTRUCTE	ED TO DO SO - Must be	witnessed by a Deputy City	Clerk or prepared	d by a Notary Publi
plicant's Signat	cure:			Date:	
tness Signature		Print No			Date:

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI: CA019	4200	Type of Application:	LICENSE (CERT OR PERMIT
b Title or Type of	License, Certifica	tion or Permit: *******	*******	POLICE COMMISSION PERMIT
gency Address S	et Contributing	Agency:		
LAPD (CAI	PDLOS ANO	GELES)	14923	LAPD has many codes. Use this.
Agency author	zed to receive	criminal history information	Mail C	ode (five digit code assigned by DOJ)
700 E. TEM				
	Street or P.O. E			t Name (Mandatory for all school submissions)
LOS ANGE	State	91351		996-1210 t Telephone No.
City ***IPNITED		Zip Code TION FOR 1 – 11b***		erator: Be sure to enter all items.
			Live Scali Ope	crator. De sure to enter an items.
lame of Applicant		First		MI
please print)	Last	First		MI
dias: 2			Driver'	's License No. 3
Last		First 5		_ _
Date of Birth: 4		Sex: Male Fer	male Misc. N	No. BIL- N/A
		<u>_</u>		Agency Billing Number
leight: 6		Weight: 7	Misc N	
ye Color: 8		Hair Color: 9	Home A	Address: 11a
1 £ D:	10			Street or P.O. Box
Place of Birth:	10			City, State and Zip Code
*** DO N	OT ENTER S	OCIAL SECURITY***		City, State and Zip Code
***MAKE	TWO COP	ES. GO TO LIVE SCA	N CENTER.**	*
our Number: '	ΓRC#		Level of S	Service X DOJ FBI
		cy Identifying No.)	_	A Dot
	` ` ` `	, ,		
f resubmission, lis	t Original ATI	No		
	1			
mployer: (Addition	onal response fo	or agencies specified by statute)		*DO NOT USE THIS SECTION***
Employer Nam	e			DO NOT USE THIS SECTION
Street No.	St	reet or P.O. Box	Mai	il Code (five digit code assigned by DOJ)
			()
City	State	Zip Code		Agency Telephone No. (optional)
ive Scan Transac	tion Completed			Date:
		Name of Operator		
Transmitting A	gency	ATI N	0.	Amount Collected/Billed
APD 02/2016	- •			

ORIGINAL-Live Scan Operator; BCII 8016 (Rev 04/01)

SECOND COPY-SEND TO LAPD;

THIRD COPY-Keep



Zoning and Use Clearance Form

PC Permit Type (Limit 1 per form):	GAMES/SKILLS/SCIENCE	P-539
Address of Business:		
City:		
Located between streets:		
LADBS USE ONLY INSPECT	OR TO ANSWER ALL ENTRIES E	BELOW
Zone:		
LADBS Permit Type: LADBS Permit No.:		
Business shown is is not A PERMIT	TTED USE	
Business shown is is not A PERMIT	TTED USE BY THE OCCUPANCY	Y RECORD
*Applicant Note – Additional Building and Safety of	and/or Zoning requirements may be app	licable and imposed.
Is a Conditional Use Permit Required?		Yes No
CUP ZA No.	(lease pro ide cop)	
Has the USE been vacated for greater than one y	year?	Yes No
Remarks:		
LADBS Signature:	Place	Stamp Here
LADBS Printed Name:		
Date:		
Contact No:		
Building and Safety Locations: O	pen to the Public - Appointment only (www. ladb	s.org)
Downtown Los Angeles: 201 N. Figueroa Street, First Floor, Los Hours of Operation: Monday through Friday, 7:30 a.m. to 4:30 p	-	
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.	*	

Department of Building and Safety. All incomplete forms will not be accepted and will delay the application process. CID / PPS Reviewer's Initials ___

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.

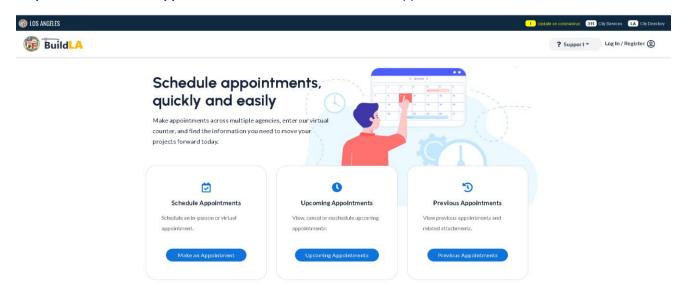
Be advised that this form is only valid if signed, dated, stamped and all fields on the form are completely filled out by a representative of the

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

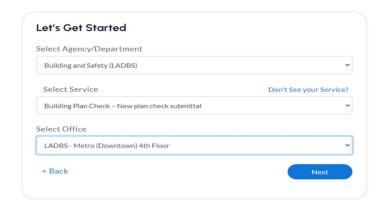


Step 3: In the "Lets Get Started" dialog box make the following selections:

Agency/Department-Building and Safety (LADBS)

Select Service-Building Plan Check - New plan check submittal

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



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 <u>only</u> if your lease agreement does not indicate the usage. This form must be notarized or signed before a Deputy City Cler 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:			
	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □		
Type of Permit (select all that apply):	□ Pool Table □ Amusement Machines □ Bowling		
Property Owner Information - Do Not Leave	e Anything Blank		
	(Must match lease)		
Lessor Business Address:	ade: Apartment, Suite, Space, Unit numbers, etc.)		
City:			
Lessor Mailing Address:	address above, write "same.")		
City:			
	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 t	the application and do hereby consent to the filing of a Police Permit		
Application and to the permitted activities. (Notar	rized Form attached)		
Signature of Notary Public			
State ID:	Notary Public Stamp Here		
Date:			
Signature of Property Owner:	Date:		
Print Name:			
Signature of Deputy City Clerk:			
Print Name:			



Designation of Qualified Manager

(I/We) Permit Holder's/Permit Applicant's Full Legal Name	
Doing Business AsBusiness Name (Doing Business As)	, designate the following person(s) 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 the City of Los Angeles with respect to (all) my police permit(s).	sion), Los Angeles Police Department, or any office or department of
Said Designated Manager is authorized to receive information about all accounts relate history, status, disciplinary action, fees, payments taxes, and other information used by Manager is authorized to transact business in connection with police permits, including giving oral and written information, and to perform any act or thing whatsoever concer personally present. The Designated Manager has the authority to legally and financially	the City to transact business on police permits. Said Designated popening and closing accounts, applying for permits, canceling permits, ring police permits in every aspect as (I/we) could do were (I/we)
This Designation of Qualified Manager revokes all earlier Designation of Qualified Marevocation is received by the Commission or until a new form is requested by the Commission of the Commission	
The undersigned permit holder(s)/applicant(s) further certifies that this Designation of execution.	Qualified Manager was completely filled in at the time of this
I read, write, and understand English, or I have had the permit process and all documer explained to me.	nts, including this Designation of Qualified Manager form sufficiently
Signed this day of Month Yo	ear Master Account Number
	This form MUST BE NOTARIZED.
Permit Holder's/Applicant's Full Legal Name—Printed or Typed	
Termit Holder s/Applicant s Full Legal Name—Filmed of 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 Games/Skills/Science police permits.

Section 103. 116 Games/Skills/Science

SEC. 103.116. GAMES OF SKILL AND SCIENCE.

- (a) **Definitions**. As used in this article:
 - 1. "GAME OF SKILL AND SCIENCE" means any game of amusement, but not including athletic sporting events, which is participated in by one or more players for any prize, gift or award of anything of value where or when any charge is made by the persons conducting, operating or maintaining such game, or any consideration is paid by any player for the right to play or participate in any such game, and the dominating factor in determining the result of such game is dependent upon the skill of the player or players and not upon chance, provided, that in any case where the result of such game may be dependent to some extent upon the udgment, intelligence or adroitness of the player, but nevertheless the dominating factor in determining the result of such game is chance. Such a game shall not be considered as a game of skill and science, but shall be considered as a game of chance.
- (b) **Permit Required**. No person shall engage in, manage, operate, maintain, conduct, carry on or permit, suffer or allow the operation, maintenance, conducting or carrying on of any game of skill and science without a written permit from the Board.
- (c) **Findings of Board**. If the Board finds that the game proposed to be conducted is a game of skill and science and that such game is not prohibited by the provisions of Chapter 10, Part 1, of the Penal Code of the State of California, or any other law of the State of California, or any law of the City, and that the conducting, operating or maintaining of such game at the location described in the application will comport with the public welfare, the Board may grant such application and issue a permit to conduct the same.

If in making its determination of the questions as to whether the game proposed to be operated, conducted or maintained is a game of skill and science or a game of chance, the Board is of the opinion that although the result of such game is dependent to some extent upon udgment, practice, intelligence or adroitness on the part of participants in such game but nevertheless the dominating factor in determining the result of such game is chance, the Board shall find that the proposed game is a game of chance and not a game of skill and science, the application for permit shall be denied.

- (d) **Permits Conditions**. Any such permit shall be issued upon and sub ect to the following conditions:
 - 1. That such permittee will not permit, suffer or allow the game authorized to be played in any manner other than the manner described in detail in the application.
 - 2. That no equipment, apparatus, device, material or contrivance of any kind be used in the conduct of or playing of such game that is not described or referred to in the application.
 - 3. That such permittee shall not give or award any prize, award, or gift to any participant in any such game which is money, tokens, checks, warrants, certificates, or chips exchangeable for money by the permittee, his agent or employees provided, that chips or tokens redeemable in or exchangeable for merchandise or the right to further participation in such game, may be used in playing the game authorized hereby
 - 4. That such permittee will not and does not enter into any agreement, combine or understanding with any person whatsoever to the effect that either the permittee, his agent or someone acting for and on behalf of himself as contractor, or otherwise, will buy any gift, prize or award given or awarded to any participant in any game, or exchange any such gift, prize or award for money.

Each of said conditions shall be incorporated in and made a part of each permit issued hereunder.

No person shall conduct, operate or maintain any such game, or permit, suffer or allow the conducting, operation or maintenance of any game in any manner or mode except in accordance with and in strict conformance with all of the conditions set forth in this subsection.

- (e) **Summary Revocation**. If the permittee, his agent, employee or servant acting for and on behalf of such permittee in connection with the operation, maintenance or conduct of any game, is convicted in any court of having violated any law of the State of California prohibiting or regulating gaming, or of having violated any of the laws of this City prohibiting or regulating gaming, all permits therefore issued to such permittee shall be revoked by the Board immediately upon the filing of a certified copy of final udgment of conviction of the court with the Board and without hearing or previous notice.
- (f) **Games Prohibited by Law**. No permit issued by the Board shall authorize the conduct of any game which is prohibited by the Penal Code of California or any other law of the State of California or of this City. Any permit issued in violation of the provisions of this section shall be void.
- (g) **Public Hearings.** (Amended by Ord. No. 137,649, Eff. 1/6/69.) The Board shall require a public hearing prior to taking action on an application for a permit pursuant to this section. The applicant shall cause to be published a notice of public hearing two times at intervals of not less than five days, within the 21-day period following the filing of an application, in a newspaper of general circulation in the district where the business is to be located. The Board shall cause a suitable public notice to be posted at the location where the business is to be conducted. The applicant shall bear all expense involved in printing, publishing and posting such notice. Such public notice shall conform to rules and regulations adopted by the Board and shall be designed to inform the public as to the nature of the business to be engaged in, its location, the names of the applicant or applicants, the time of the public hearing and the right of persons

ob ecting to be heard. Any interested person may file written protests or consideration to all such protests in reaching a decision on such application.	ob ections or appear at the hearing. The Board shall give