



# City of Encinitas

## CITY OF ENCINITAS PLANNING & BUILDING DEPARTMENT PUBLIC DANCE PERMIT APPLICATION NEW REQUIREMENTS

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\_\_\_ Background Application for Sheriff's Regulatory Business License (Owners, Partners & Officers)

\_\_\_ Release & Waiver Form

\_\_\_ \$261 Fee

\_\_\_ Managers Registration Application (fee paid when Entertainment Permit applied for)

\_\_\_ Photo identification (i.e., California Driver's License)

\_\_\_ ABC license (if serving alcohol) INCLUDING CONDITIONS

\_\_\_ Health Permit (if serving food)

\_\_\_ Zoning status \_\_\_\_\_ and Assessor's Parcel Number \_\_\_\_\_ of property where activity will occur.

Map or Plot Plan Showing:     \_\_\_ Location of property.

\_\_\_ Location of all streets, alleys, lots, parcels of land, buildings or residences within 700 feet of the exterior boundaries of the property.

\_\_\_ Location of vehicle parking areas.

\_\_\_ Document showing that applicant is owner of the premises, or a lease agreement signed by the owner permitting use

\_\_\_ Business Registration



*City of  
Encinitas*

CITY OF ENCINITAS  
PLANNING & BUILDING DEPARTMENT  
PUBLIC DANCE PERMIT APPLICATION  
RENEWAL REQUIREMENTS

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- \_\_\_\_\_ \$241 Fee
- \_\_\_\_\_ Copy of current Driver's License or Photo Identification (Owner(s), Partner(s) and Manager) **if they have changed**. (Note: if any Owners or Managers have changed, a Live Scan and 2 passport photos must also be submitted with renewal) with a \$49 fee for background check for each Live Scan.
- \_\_\_\_\_ Completed Manager Registration (and \$86 for each new Manager)
- \_\_\_\_\_ Background Application for Owner, Partners and Officers
- \_\_\_\_\_ Release and Waiver form
- \_\_\_\_\_ Business Registration
- \_\_\_\_\_ Copy of current ABC License (If applicable) INCLUDING CONDITIONS
- \_\_\_\_\_ Copy of current Department of Health Permit



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**PART II-ONE-DAY DANCE ONLY (CLASS "C")**

Event/Dance Name \_\_\_\_\_

Event/Dance Location \_\_\_\_\_

Date(s) \_\_\_\_\_ to \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Type of music participants will be dancing to: Live Band [ ] Mechanical [ ] Karaoke [ ] *(Entertainment License required)*

Sponsoring Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Person in charge \_\_\_\_\_ Title \_\_\_\_\_

Age group of participant's \_\_\_\_\_ Estimated Attendance \_\_\_\_\_ Will alcoholic beverages be served? [ ] YES [ ] NO

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*I hereby certify under penalty of perjury that the statements made in this application are true and correct to the best of my knowledge and belief. I understand that any false statements or information are grounds for denial of this application. I agree to have all the required notices, unless otherwise specified, sent by U.S. mail to the address given on the application. The right of reasonable inspection shall be a condition for issuance of this license.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Application Accepted By \_\_\_\_\_ Date \_\_\_\_\_

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**CITY OF ENCINITAS**  
**PLANNING & BUILDING DEPARTMENT**  
**505 SOUTH VULCAN AVE**  
**ENCINITAS, CA 92024**

**BACKGROUND APPLICATION FOR SHERIFF REGULATED ACTIVITIES**

Type of business or activity for which you are applying: \_\_\_\_\_

Affiliation with business or title (check one):     Owner     Officer     Partner     Other

Name: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Last)                      (First)                      (Middle)                      Telephone

All other names used (Past and present. Include maiden name): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Sex  [M]  [F]

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ Soc. Sec. No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Residence: \_\_\_\_\_  
(Number)                      (Street)                      (City)                      (State)                      (Zip)

Previous Residences (Last 5 Years): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Have you applied for a similar regulatory license in any other jurisdiction in the past (5) five years?  YES  NO

If yes, where? \_\_\_\_\_

List all charges (misdemeanors & felonies) resulting in conviction or plea of nolo contendere:

<u>Date</u>	<u>Charge</u>	<u>Investigating Agency</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*I hereby certify under penalty of perjury that the statements made in this application are true and correct to the best of my knowledge and belief. I understand that any false statements or information are grounds for denial of this application. I agree to have all the required notices, unless otherwise specified, sent by U.S. mail to the address given on the application. The right of reasonable inspection shall be a condition for issuance of this license.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_





**CITY OF ENCINITAS**  
**505 SOUTH VULCAN AVENUE, ENCINITAS, CA 92024**  
**760/633-2708**

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

Subject Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

As an applicant for a business permit/license from the San Diego Sheriff's Department, I am required to furnish information for use in determining my qualifications. In this connection, I authorize the disclosure and release of any and all truthful information that you may have concerning me, including, but not limited to, employment records, personnel files, background investigation files, disciplinary records, complaints or grievances filed by or against me, training files, arrest, criminal, probation and driving records, military, academic or other records.

I direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the San Diego County Sheriff's Department.

I understand I will not receive and am not entitled to know the contents of confidential reports received and I further understand that these reports are privileged.

I hereby release you, your organization, their agents and representatives, and any person furnishing information, from any and all liability and/or damage that may result from furnishing the above information. A photocopy of this release is to be considered as valid as an original. This release will expire one (1) year after the date signed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name (Printed): \_\_\_\_\_



# CITY OF ENCINITAS

City Clerk's Department

505 S. Vulcan Ave, Encinitas, CA 92024

Contact: 760-633-2606 or [clerkstaff@encinitasca.gov](mailto:clerkstaff@encinitasca.gov)

Instructions & Information: [www.encinitasca.gov/clerk](http://www.encinitasca.gov/clerk)

## BUSINESS REGISTRATION APPLICATION

**\$36 Processing Fee** (\$35 Business Registration Fee + \$1 SB1186 State Mandated Fee)

The City of Encinitas does not have a business "license" program. The Business Registration is used in lieu of a licensing program.

Annual renewals are \$21 (\$20 business registration fee + \$1 SB1186 State Mandated Fee)

**\*If using a DBA, a Fictitious Name Statement must be filed with the County Clerk, PRIOR to applying for a Business Registration.**

<b>Company Name:</b>			
<b>Company Type (choose one):</b>	Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust <input type="checkbox"/>		
<b>Street Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>County (if outside San Diego):</b>	
<b>Zip Code:</b>			
<b>Business Email Address:</b>			
<b>Business Phone:</b>			
<b>Business Description:</b>			
<b>Contact Preference (choose one):</b>	Email <input type="checkbox"/> Mail <input type="checkbox"/>		
<b>*DBA (Fictitious Name):</b>			
<b>Is this a Home Based Business?</b>	Y / N		
<b>Is this Business a Rental Booth?</b>	Y / N		
<b>EIN # (If Applicable):</b>	_____ - _____		
<b>Date Business Opened (Mo/Yr):</b>			
<b>Web Page Address:</b>			
<b>Is Business a Non-Profit 501(c)(3)?</b>	Y / N	<b># of Employees working in Encinitas:</b>	
<b>Mailing address, if different from business location:</b>			
<b>Street Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>County (if outside San Diego):</b>	
<b>Zip Code:</b>			
<b>Business Owner Contact Info</b>			
<b>First Name:</b>			
<b>Middle Name:</b>			
<b>Last Name:</b>			
<b>Title:</b>			
<b>Email Address:</b>			
<b>Business Phone:</b>			
<b>Home Phone:</b>			
<b>Mobile Phone:</b>			
<b>Contact Preference (choose one):</b>	Email <input type="checkbox"/> Mail <input type="checkbox"/>		
<b>Street Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>County (if outside San Diego):</b>	
<b>Zip Code:</b>			
<b>Additional Owner/Agent Contact Info</b>			
<b>First Name:</b>			
<b>Middle Name:</b>			
<b>Last Name:</b>			
<b>Title:</b>			
<b>Email Address:</b>			
<b>Mobile Phone:</b>			
<b>Business Phone:</b>			
<b>Home Phone:</b>			

<b>Contact Preference (choose one):</b>	Email <input type="checkbox"/> Mail <input type="checkbox"/>
<b>Street Address:</b>	
<b>City:</b>	
<b>State:</b>	<b>County (if outside San Diego):</b>
<b>Zip Code:</b>	
<b>Choose one:</b>	Business Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/>
<b>24 Hour Emergency Contact Info (for businesses located in Encinitas)</b>	
Same as Business Owner <input type="checkbox"/> Same as Additional Owner/Agent <input type="checkbox"/>	
<b>First Name:</b>	
<b>Middle Name:</b>	
<b>Last Name:</b>	
<b>Title:</b>	
<b>Email Address:</b>	
<b>Business Phone:</b>	
<b>Home Phone:</b>	
<b>Mobile Phone:</b>	
<b>Contact Preference (choose one):</b>	Email <input type="checkbox"/> Mail <input type="checkbox"/>
<b>Street Address:</b>	
<b>City:</b>	
<b>State:</b>	<b>County (if outside San Diego):</b>
<b>Zip Code:</b>	

### HOME OCCUPATIONS

**If your business is located in a residential area in the City of Encinitas, it is considered to be a Home Based Business and shall be permitted in compliance with the following conditions:**

1. There shall be no exterior evidence of the conduct of a home occupation out of character with the normally appropriate appearance of the dwelling.
2. A home occupation shall be conducted entirely within a dwelling or a garage.
3. Electrical or mechanical equipment which creates visible or audible interference in radio or television receivers or causes fluctuations in line voltage outside the dwelling shall be prohibited.
4. Only the residents of the dwelling unit may be engaged in the home occupation except by temporary minor use permits.
5. There shall be no on-premise sale of goods not produced on the premises.
6. The establishment and conduct of the home occupation shall not change the principal character or use of the dwelling unit involved.
7. There shall be no signs other than those permitted by the sign ordinance (Municipal Code 30.60).
8. The required residential off street parking shall be maintained.
9. A home occupation shall not create vehicular or pedestrian traffic in excess of that which is normal for the zone in which it is located.

SB1186 Mandated Fee: On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)
- The California Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

**I DECLARE, UNDER PENALTY OF PERJURY, THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT, AND THAT ALL REQUIRED LICENSES ARE IN FULL FORCE AND EFFECT.**

The issuance of a certificate does not serve as verification that all regulatory provisions of the City of Encinitas have been met, nor does it allow the right to operate a business which is not in conformance with the regulatory provisions of the City, County, State or other applicable agency.

Signature of Owner or Agent: \_\_\_\_\_

Date: \_\_\_\_\_