# Planning Division

## Entertainment Permit Checklist

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☐ Plans: Site plan/floor plan. Seven (7) sets of reduced plans at 11”x17”. The plans must identify the proposed area for live entertainment and location(s) of any amplified sound equipment.

☐ A written statement explaining the following:

- Name and location of business were live entertainment is proposed.
- Nature of the business or principal activities conducted on the premises for which live entertainment is requested.
- Describe the type of entertainment proposed.
- If live music, what is the maximum number of band members performing.
- Square footage of the area in which the live entertainment activity will occur, which should also be shown on the site/floor plan.
- Where there be amplified music.
- Will there be live entertainment outdoors or semi-outdoors (windows and doors open).
- Will dancing be allowed. If so, provide size of dance floor and show on the floor plan.
- Days and times when live entertainment will be provided?
- Days and hours of when the business is in operation.