ADULT ENTERTAINMENT PERMIT CHECKLIST

Per Development Code Section 17.20.050, an Adult Entertainment Permit is required if you operate or offer within your business premises any form of adult entertainment such as, but not limited to, adult book store, adult motion picture establishment, adult mini-motion picture theater, adult motion picture arcade, adult drive-in theater, adult cabaret, adult motel or hotel, adult theater, adult model studio, sexual encounter establishment, body painting studio, and/or other adult-oriented business as defined in Development Code Section 17.32.020.

SECTION 1: Filing Requirements

❑   1.   An Adult Entertainment Permit Application through our Online Permit Center at https://www.cityofrc.us/onlinepermitcenter.

❑   2.   Signed Property Owner Declaration Form (attached) uploaded to the online application. **NOTE: The form must be signed by the legal property owner, property manager, or other legal representative of the property. Invalid signatures will not be accepted and will delay the intake process.**

❑   3.   Development package (see Section 3) uploaded to online application. **NOTE: The development package must be in one single PDF file at a maximum size of 100 MB. Individual sheets or large files will not be accepted and will delay the intake process. Please follow the instructions for PDF Formatting Requirements for EDR Submission attached.**

❑   4.   A letter explaining, in detail, the proposed use or business operation, the hours of operation, number of employees on the largest shift, and the reasons for requesting the Adult Entertainment Permit at a particular location.

❑   5.   A Security Personnel plan detailing how security will be implemented in the establishment, uploaded to the online application. Details include number and placement of security staff, use and placement of cameras, emergency protocol, etc.

❑   6.   Filing Fees (see Section 2) will be assessed after all required documents are uploaded to the online application.

SECTION 2: Filing Fees

Refer to the Development Fee Schedule for most current fees. Additional fees may apply upon review of the application. Application fees apply to 1st and 2nd submittal. Additional processing fee will apply to 3rd and subsequent submittals.

Adult Entertainment Permit………………………………………………………………………………..See current fee list.

SECTION 3: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).

❑   **A.**   **Site Plan:** This plan, drawn to scale, shall include the subject property, any improvements to the property, and the location of the proposed use.

❑   **B.**   **Floor Plan:** This plan, drawn to scale, shall indicate the proposed seating arrangement and number of seats and aisle-ways, and the location of interior uses (i.e. office, bathroom, waiting area, etc.). Dimension all room sizes, corridors and hallways, and aisle widths. Show existing and proposed improvements. Label all rooms by proposed use (massage, facial, etc.).

PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	
Location of Project:	
Assessor's Parcel Number:	

Applicant Name:

Phone Number:
Email:

Address:

Type of Review Requested

☐ Certificate of Appropriateness	☐ Landmark Alteration Permit	☐ Similar Use Determination
☐ Certificate of Economic Hardship	☐ Large Family Daycare Permit	☐ Site Development Review
☐ Community Plan Amendment	☐ Mills Act	☐ Specific Plan Amendment
☐ Minor/Conditional Use Permit	☐ Minor Design Review	☐ Temporary Use Permit
☐ Major Design Review	☐ Minor Exception	☐ Tentative Subdivision Map
☐ Development Agreement	☐ Plan Check/Zoning Clearance	☐ Tree Removal Permit
☐ Development Code Amendment	☐ Planned Community	☐ Uniform Sign Program
☐ Entertainment Permit	☐ Pre-Zoning	☐ Vacation of Easement
☐ General Plan Amendment	☐ Public Convenience or Necessity	☐ Variance
☐ Hillside Design Review	☐ Reasonable Accommodation	☐ Zoning Map Amendment
☐ Home Occupation Permit	☐ Sign Permit	☐ Other: _____

OWNER DECLARATION

I declare that, ☐ I am the owner, ☐ I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

| Date:	Signature:	
Print Name and Title:		Phone Number: Email:
Address:		

Updated 05/2024

ONLINE PERMIT CENTER
ELECTRONIC DOCUMENT REVIEW (EDR)
SUBMISSION REQUIREMENTS

PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. <u>Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.</u>

|	
Layers:	**No multiple layers. Layers must be merged or flattened.**
Format:	**Vector preferred**
Resolution:	**300 pixels per inch (PPI)**
Color Depth:	**Monochrome (1-bit)**
File Size:	**1 megabyte (MB) avg. per sheet. 100 MB total**
Grouping:	**Multiple-sheet PDF (single file with multiple sheets)**
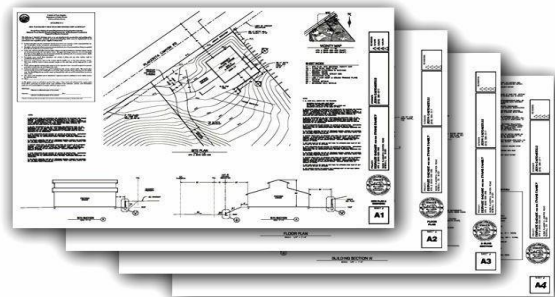
plans.pdf (multiple sheets)

✓Correct

See "Formatting Q&A" on page 3 for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be <u>sealed and signed </u>by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).

✓ Correct

Updated 2/2025
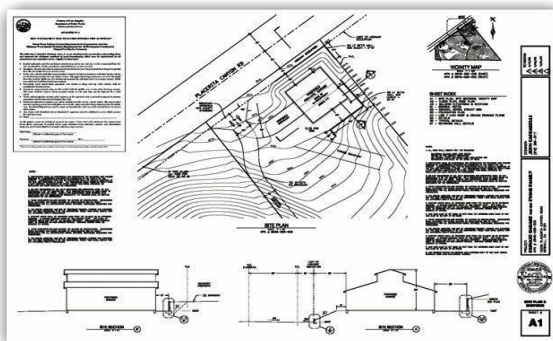
All sheets must be consolidated into one plan set up to a maximum size of 100 MB. Please consolidate plans to the fewest number of files possible.
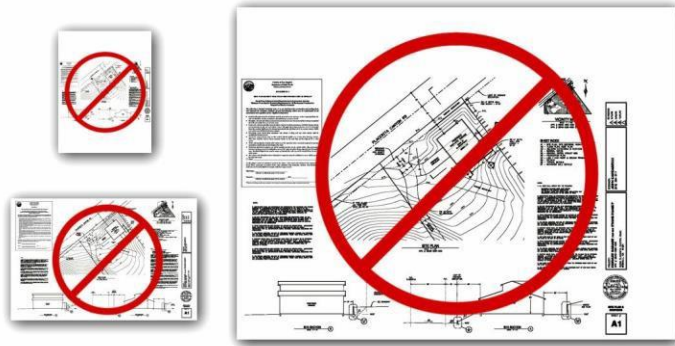
Incorrect sheet size, scale, or margins will not be accepted.

Incorrect orientation will not be accepted.

FORMATTING Q&A:

Question: *Why does Rancho Cucamonga only accept PDF plans?*
Answer: Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving, and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*
Answer: Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question: *How do I combine multiple PDFs into a single file?*
Answer: There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

Updated 2/2025

Question: **My PDF files are too big. What am I doing wrong?**
Answer: Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).

- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify "compressed."

Question: **How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?**
Answer: The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*
Answer: Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency "off" before plotting.