



# ENTERTAINMENT PERMIT CHECKLIST

An Entertainment Permit is required if you operate, conduct, or offer, within your business premises, certain forms of entertainment such as the use of a radio or other electronic play back device when utilized by an announcer or disc jockey or live entertainment comprising of more than four performers for the purpose of holding the attention of, gaining the attention and interest of, diverting or amusing guests or patrons.

To determine if your business premises may have entertainment, please contact the Planning Department. An Entertainment Permit may be granted by the Planning Commission after conducting a public hearing and making the necessary findings. For a description of the review process, please refer to Chapter 17.20 of the City's Municipal Code.

## SECTION 1: Filing Requirements

- 1. An Entertainment Permit Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Signed Property Owner Declaration Form (attached). Please upload this document to our Online Permit Center.
- 3. 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 Entertainment Permit at this particular location. Please upload this document to our Online Permit Center.
- 4. A detailed Entertainment Plan describing the proposed entertainment, including type of entertainment, and number of persons engaged. Should include the date or days of the week, hours, and location of entertainment (floor plan and the admission fee, if any, to be charged. Please upload this document to our Online Permit Center.
- 5. A Security Personnel plan. Please upload this document to our Online Permit Center.
- 6. Development package submitted electronically (see Section 3) to be reviewed by staff for completeness and accuracy. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).
- 7. Filing Fees (see Section 2).

## SECTION 2: Filing Fees

Additional fees may apply upon review of the application. Application fees apply to 1<sup>st</sup> and 2<sup>nd</sup> submittal. Additional processing fee will apply to 3<sup>rd</sup> and subsequent submittals.

- Entertainment Permit ..... See current fee list.
- Public Notice (Staff Time) ..... See current fee list.
- Public Notice (Advertising) ..... See current fee list.
- Rancho Cucamonga Fire Protection District Review..... submit receipt showing payment.



### 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).

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- A. **Site Utilization Map (as required by the Planning Department):** This map shall show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius: all parcel lines and streets (r.o.w., improvements, drainage facilities), location and use of structures, adjacent access and circulation, and existing zoning and land use. The scale of this map shall not be less than 1" = 100'.
- B. **Site Plan:** This plan, drawn to scale on an 8½" x 11" format, shall include all buildings on the subject parcel (or business center) in which the business is located and the adjacent public streets.
- C. **Floor Plan:** This plan shall be drawn to scale and accurately dimensioned on an 8-1/2" x 11" format and this plan 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, dancing area, bar, stage, 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

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



# ONLINE PERMIT CENTER ELECTRONIC DOCUMENT REVIEW (EDR) SUBMISSION REQUIREMENTS

The City of Rancho Cucamonga Community Development Department accepts electronic plans / documents submittal via the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> for most permit applications.

For questions regarding the electronic submittal process, please email the Planning Department at [Planning@cityofrc.us](mailto:Planning@cityofrc.us)

## ELECTRONIC SUBMISSION PROCESS

### 1. Initiate an Application

To get started, go to the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> and select "Create an Account" to create a user account. For all planning applications, including Design Review (DR), Conditional Use Permits (CUP), Sign Permits, Minor Design Review (MDR), etc. please select "Planning" and then "Create an Application".

Complete the application per the required fields and follow the instructions to upload plans under "Attachments." **The plans should be submitted in a single pdf document. Plans must be scaled and oriented correctly and must not exceed 100 MB. Scanned plans will NOT be accepted. Do NOT submit individual sheets as separate multiple pdf documents.** For large plan sets due to the file size, you may provide separate pdf documents for the different portions of the plans (e.g. architectural, structural, etc.), upload a separate pdf document for each supplemental document type (e.g. calculations, specifications, reports, studies, etc.). For full PDF formatting instructions, please refer to part two of this document beginning on page 2.

Once the application has been submitted, you will receive confirmation and be given a record number. Staff will then be notified that an application has been submitted and will follow their internal workflow to review the application and invoice the applicable fees. If you have not been contacted within 2 business days, please email [Planning@cityofrc.us](mailto:Planning@cityofrc.us).

### 2. Tracking Status of Your Application

All progress on your application and associated plan review can be monitored through the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) under the "Record Info" tab. When City staff have completed their review of the plans / drawings electronically, you will receive an email informing you that the plans / drawings have corrections required or have been approved.

Checking your application online through the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) will provide you with the latest status of your project review. You can check the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) 24/7 and we recommend checking online first prior to calling City Hall.

### 3. Resubmittals

If resubmittals are required, there will be a link located in the "Attachment" section labeled "Resubmit" for you to upload your new plans to the open record in the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter). **A complete set of any plans/ drawings that were revised must be uploaded, with all revisions clearly marked. Scanned plans will NOT be accepted. Do NOT submit individual plan sheets as separate PDF documents.** If any resubmittal fees are due, as identified in the plan review comments or noted as a fees due online, then these must be paid at the time of resubmittal and may be paid by credit card online through the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter).



#### 4. Approval

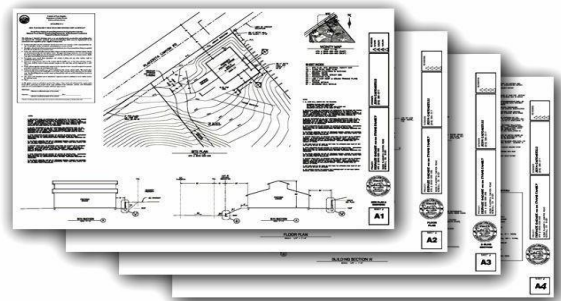
Once all review activities are completed and the project has been approved, the City-stamped permit set of plans / drawings will be available in the [Online Permit Center](#).

Applicants are responsible for printing a City-stamped set of plans for use in the field by contractors and inspectors.

#### 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. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

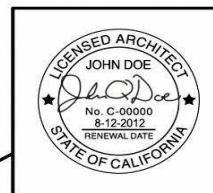
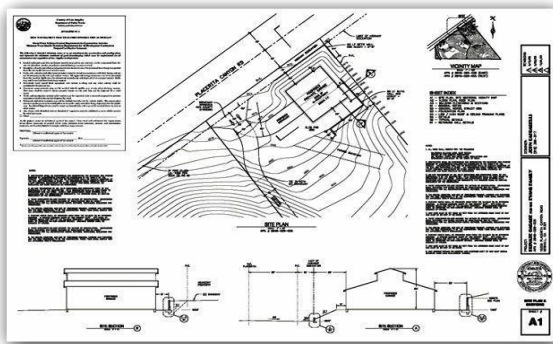
- Layers:** No multiple layers. Layers must be merged or flattened.
- Format:** Vector preferred
- Resolution:** 300 pixels per inch (PPI)
- Color Depth:** Monochrome (1-bit)
- File Size:** 1 megabyte (MB) avg. per sheet.  
100 MB total
- Grouping:** Multiple-sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

✓ Correct

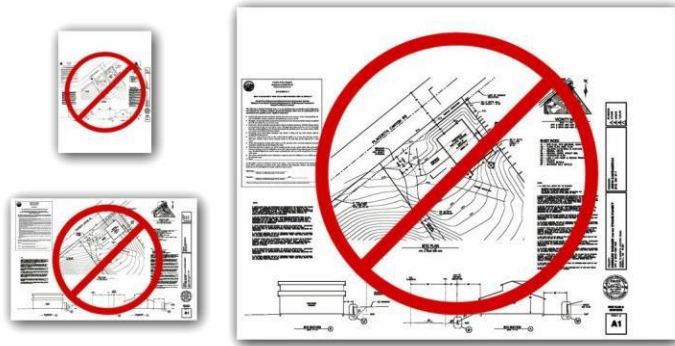
See “Formatting Q&A” on [page 4](#) for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).



✓ Correct



All sheets must be consolidated into one plan set up to a maximum size of 100 MB whenever possible. 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.



**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.