

**CITY OF ENCINITAS**

Development Services Department  
505 S. Vulcan Ave  
Encinitas, CA 92024  
[www.encinitasca.gov](http://www.encinitasca.gov)  
Phone: 760-633-2708  
Email: [permits@encinitasca.gov](mailto:permits@encinitasca.gov)

## FEES & INFORMATION PUBLIC DANCE PERMIT

A Public Dance permit shall be required for any establishment which conducts public dances, defined as any public gathering to which the public may gain admission where dancing is allowed, whether or not there is an admission charge.

Approved permits are valid for one year and are not transferable to another location or to another person. A change in location or ownership requires a new application. This permit may be renewed if the renewal process is initiated prior to the expiration date of the current permit.

All fees associated with this permit are non-refundable.

**Fees:**

Application Fee:	\$261 (New)	\$241 (Renewal)
Background Check*:	\$86 per person	
Live Scan*:	\$49 per person (new applicant, owner, manager, or affiliate)	
Business Registration**		

\* If a business is applying for this permit in conjunction with an Entertainment Establishment or Amusement Establishment permit, the applicant will only be charged the Live Scan and Background Check fees on one permit, so long as the application has the same owners, officers, managers, partners or affiliates with vested interest.

\*\* Application requires a current business registration. Additional fees may apply if business registration is not up to date

**Documentation Required:**

- **Application – Background** - Information required by San Diego County Sheriff's Department to initiate background check.
- **Application – License - ABC License with Conditions** - Issued by California State Department of Alcoholic Beverage Control (ABC).
- **Application Supplemental** – Additional information required to complete the application process.
- **Authorization to Release Information** – Authorization allowing the San Diego County Sheriff's Department to initiate background check.
- **Business Registration** - If your business is not registered with the City, please complete a Business Registration application online using Customer Self Service (CSS). Business Registration is a separate process and can be applied for concurrently with this permit.
- **License - Driver's License** – Copy of driver's license (will be deleted once application process is completed).
- **Live Scan** – Complete & print form, then take to any live scan operator for fingerprinting. New applicants only. Renewal applicants will upload a copy of current applicable permit in lieu of Live Scan in CSS.
- **Permit - County Health Permit** – Required if selling or delivering any food or beverage item; issued by County Department of Environmental Health.
- **Plans - Floor** – Provide a floor plan (for each floor) with dimensions, show the interior configuration of space, label the use of each room or portion thereof, and identify exits. Include location of exit signs, extinguisher placement, and occupant load.

- **Plans - Site Plan - Regulatory** - Identify address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, proposed location of activity, seating, fire exits, existing and proposed locations of structures/improvements (such as tents, power, vehicular parking and drive isles, and restroom locations), dimensions of structures/improvements, and whether structures/improvements are temporary or permanent in nature. Restrooms and parking improvements must be ADA compliant.
- **Proof of Ownership or Permission from Owner** – If **owner** applying, proof of ownership is a Grant Deed, Assessor Record or similar document. If **not the owner**, permission from owner is required - a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.

Please allow a minimum four weeks processing time due to background checks and departmental reviews associated with this permit.