



CITY OF SAN LUIS OBISPO

Community Development Department
919 Palm Street, San Luis Obispo, California
(805) 781-7170

Application Checklist

Effective: 7-01-2023

Applications for development permits must include, at minimum, the information in this checklist in order to be accepted for processing and evaluation for final action. Additional information may be required following initial review by staff. Applications missing information in this checklist will not be accepted for review.

Night Club Use Permit

Application Fee:
Refer to current Comprehensive Fee Schedule

Completed Planning Application Form:

Applications can be obtained from the Community Development Department or by mail, fax, or at:
www.slocity.org/government/departments-directory/community-development

Description of Entertainment Activities:

Provide a detailed description of the venue and atmosphere that you are creating, including the proposed activities, the type of entertainment to be provided, days and hours of operation, and entertainment if different, and if food will be served during entertainment. Include details such as if there will be dancing, a stage, or amplification (indicate volume level).

Project Plans, at appropriate scale, using U.S. Customary or English Units

- 3 copies at full size (Min. 11" x 17")
- 1 copy at reduced size (8.5" x 11")

Title Page. Including on the Title Page the project statistics, including: the zoning and current uses of the site, total square footage of the lease space, the square footage of the area to be used for entertainment purposes (including any stage and/or dancing area and outdoor use area) and parking calculations. Also include a list of the adjacent uses (including any uses on other floors of the building) and the distance to the nearest residential or other noise-sensitive use (I.E. theatre, library, etc.)

Schematic floor plans. Include interior building layout, existing and proposed rooms or use areas, stage and/or dancing areas, and outdoor use areas. Also include all entrances and emergency exits, and relationship to exterior use areas.

Elevations. If any modifications to the building will be part of the project show all sides proposed buildings/features and existing buildings/features to remain, dimensioned maximum height of building from average grade, signs, and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features.

Alcoholic Beverage Control (ABC):

Provide a copy of the ABC License, including any Conditions of Use attached to said license. If a new license or change of license type will be required please indicate the type of license currently held (if applicable) and that which will be applied for.

Occupancy Load:

The applicant shall prepare an occupancy load analysis prepared by a licensed architect to the approval of the Chief Building Official prior to the consideration of the use permit.

Security Plan:

Include a management training plan, employee and security resource placement, crowd control and security measures, provisions for overflow customers, how staff members will be identified, and where personnel will be located/circulate. Also explain I.D. check and doorman duties, after-hours crowd management, and any other internal policies related to security, noise, or related issues. All server training shall be approved by the Department of Alcoholic Beverage Control and the Chief of Police.
