



# Application for Entertainment Establishment Endorsement Type 1

Application Fee is Non-Refundable

Annual Renewal Fee - Due January 31st of each year

All fees per Master Fee Schedule

## Section 1: Applicant Information (OHMC 5.05.050)

Business Name: Applicant Name:

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Physical Address:

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Mailing Address (*if  
different from above*):

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Phone:

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Email:

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Description of the primary business purpose/activities of the business

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Zoning district, (CBD, CBD-1, CBD-2, C-3, C-4, C-5, PBP, PIP, I, MARITIME ZONES)

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Business Location upon which the entertainment activities will be conducted

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Hours of Operation

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Designated Agent:

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If applicant is a Corporation,  
please state the managing or  
directing agent's name.\*

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*\* Include documentation from the Corporation verifying that the listed managing or directing agent has authority to enter into the Entertainment Establishment Endorsement Type 1.*

## Section 2: Business License Required (OHMC 5.01.060)

Instructions: Please Circle YES if you understand. Circle NO if you do not understand.

YES / NO Applications for a business license and endorsement should be submitted simultaneously and must be paid in full during the same transaction. Both fees are nonrefundable. (OHMC 5.01.080)

YES / NO The Business License requirement herein shall be in addition to the Entertainment Establishment Endorsement Type 1 required by **OHMC 5.05**

**I have applied for the required Business License.**

## Section 3: Annual Business License and Endorsement Renewal (OHMC 5.05.070)

Instructions: Please Circle YES if you understand. Circle NO if you do not understand.

YES / NO Business License and Endorsement renewals must be made annually. Submit the endorsement renewal by January 31<sup>st</sup> of the renewal year.

YES / NO If the Business License and Endorsement renewal application is not submitted by January 31<sup>st</sup> of the renewal year, a late penalty of 18 percent will be assessed for each month until renewed. (OHMC 5.01.120)

## Section 4: No Sale of Liquor at Establishment (OHMC 5.05.020 (2))

The applicant acknowledges that he or she will not directly or indirectly sell liquor for consumption on or within the premises.

## Section 5: Acknowledgement of OHMC 5.05

*I acknowledge that I have read and understand Oak Harbor Municipal Code 5.05. The above information is true and correct and provided for the purpose of obtaining the Entertainment Establishment Endorsement Type 1 under Chapter 5.05 of the Oak Harbor Municipal Code.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Section 6: Instructions to Entertainment Establishment Endorsement Type 1

- **Step 1:** Complete application and pay application fee per Master Fee Schedule.
- **Step 2:** The Utilities Department will forward your application to the Finance Director.
- **Step 3:** The Finance Director will transmit the application to the City Administrator for further review.
- **Step 4:** City Administrator may require review by the City Building Official, Police Chief, and Fire Chief.
- **Step 5:** City Administrator will then approve, conditionally approve, or deny the application. You will be notified by Finance Department of the decision via email.
- **Renewal:** Must renew the Business License and Endorsement by January 31<sup>st</sup> of the renewal year.

**SECTIONS 7 - 11 -- INTERNAL USE ONLY**

**Section 7: Finance Director Received and Transmitted (OHMC 5.05.060)**

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\_\_\_\_\_  
Finance Director

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Date

**Section 8: Building Official Investigation and Recommendations (OHMC 5.05.050)**

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Building Official

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Date

**Section 9: Fire Department Investigation and Recommendations (OHMC 5.05.050)**

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Fire Chief

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Date

**Section 10: Police Department Investigation and Recommendations (OHMC 5.05.050)**

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Police Chief

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Date

**Section 11: City Administrator Investigation and Recommendations (OHMC 5.05.050)**

Conditions set by City Administrator (if any) using standards codified in OHMC 5.05.050:

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Approval/Denial Date	Fees Paid	Business License No. Issued

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City Administrator or Designee

\_\_\_\_\_  
Date

- Request Public Hearing per OHMC 5.05.110**

**\*\*After final decision, please deliver application to Finance Dept. Attn: Business Licenses \*\***

Contact the Finance/Utilities Department with questions at [utilities@oakharbor.org](mailto:utilities@oakharbor.org) or 360-279-4530.