



Application for Entertainment Establishment Regulatory License Type 2 (Serving Alcohol)

Application Fee and WATCH/local background check is Non-Refundable
Annual Renewal Fee - Due January 31st of each year. All fees per Master Fee Schedule

Section 1: Applicant Information (OHMC 5.05.060)

Business Name: Applicant Name:

Physical Address:

Mailing Address (*if
different from above*):

Phone:

Email:

Description of the primary business purpose/activities of the business

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

Business Location upon which the entertainment activities will be conducted

Hours of Operation

Designated Agent:

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

Section 2: Business License Required (OHMC 5.01.060)

The City Business License is made to the Washington State Business Licensing Service (BLS). Provide the State UBI: _____

City Business License expiration date: _____

Section 3: Approval Letter/Certificate from Washington State Liquor and Cannabis Board Required (OHMC 5.05.060)

- Approval Letter/Certificate from Washington State Liquor and Cannabis Board is attached.**

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

YES / NO In addition to the conditions imposed pursuant to OHMC [5.05.050](#)(2), all entertainment endorsement holders who serve liquor shall comply with the rules or regulations of the Washington State Liquor and Cannabis Board relating to the sale of intoxicating liquor. A finding of violation by the Washington State Liquor and Cannabis Board shall also constitute a violation of endorsement conditions pursuant to OHMC [5.05.050](#)(2). (OHMC 5.05.080)

Section 4: Written Safety Plan required. (OHMC 5.05.060)

- Written Safety Plan attached and contains the following:**

- (a) Procedures for checking identification and admitting patrons;
- (b) Procedures for ensuring that only persons 21 years or older are served liquor or allowed in areas restricted to persons over 21 years;
- (c) Provide procedures for handling violent incidents, other emergencies, and calling the Oak Harbor police department;
- (d) The number of security personnel and where they will be/are located throughout the establishment;
- (e) Description of the training provided or completed by the security and other personnel, including conflict de-escalation training;
- (f) Procedures for crowd control and preventing overcrowding;

(g) Procedures for preventing or managing disturbances outside the premises from patrons leaving the establishment, i.e., loitering, vandalism, crowd noise, vehicle noise, and crowd dispersal;

(h) Current hours of operation and anticipated hours of operation;

(i) Current contact information for the person or position responsible for addressing complaints related to safety, security, or non-compliance with the entertainment endorsement conditions of approval;

(j) A fire evacuation and fire safety plan for the building, as required in Section 404 of the International Fire Code; and

(k) A plan for quarterly fire drills by employees, as required in Section 405 of the International Fire Code. (Ord. 1936 § 1 (Exh. A), 2021; Ord. 1845 § 7, 2018).

Section 5: Building information regarding square feet and number of exits required. (OHMC 5.05.060)

Square footage of building _____

Number of exits _____

Section 6: Operational plan and scope of event or business activities required. (OHMC 5.05.060)

Operational plan and scope of event _____

Business Activities _____

Section 7: Annual General Business License and Regulatory License Renewal (OHMC 5.05.070)

General Business License and Regulatory License renewals must be made annually. Submit the Regulatory License renewal by January 31st of the renewal year.

If the Regulatory License renewal application is not submitted by January 31st of the renewal year, a late penalty of 18 percent will be assessed for each month until renewed. (OHMC 5.01.120)

Section 8: Sale of Liquor at Establishment (OHMC 5.05.020 (3))

- The applicant acknowledges that he or she will directly or indirectly sell liquor for consumption on or within the premises.

Section 9: 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 Regulatory Type 2 under Chapter 5.05 of the Oak Harbor Municipal Code.

Signature

Date

Section 10: Police Background Check of OHMC 5.05

Required: Front and Back Copy of Driver's License and disclosure of all alias names.

Alias Name(s): _____

WSP WATCH Background Check Results

Approved Denied By: _____ Police Dept. Official Date _____

Notes: _____

WATCH WSP _____ LOCAL RECORDS _____

Section 11: Instructions to Entertainment Establishment Endorsement Type 2

- **Step 1:** Complete application and pay application fees per Master Fee Schedule.
- **Step 2:** Upon background check clearance from PD, the Finance\Utilities Department will forward your application to the Finance Director.
- **Step 3:** The Finance Director will transmit the application to the Director of Development Services, City Administrator, Fire Chief, Police Chief, and the Building Official for further review.
- **Step 4:** Upon completion of multi-department review, the 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 Regulatory License each year by Jan. 31st.

SECTIONS 12 - 17 -- INTERNAL USE ONLY

Section 12: Finance Director Received and Transmitted (OHMC 5.05.060)

Finance Director

Date

Section 13: Development Services Investigation and Recommendations (OHMC 5.05.060): will determine if the application meets the location requirements and will submit findings, including any recommended conditions of approval, in a written report to the City Administrator.

Development Services Director

Date

Section 14: Building Official Investigation and Recommendations (OHMC 5.05.060): will determine if the application meets applicable building code provisions.

Building Official

Date

Section 15: Fire Department Investigation and Recommendations (OHMC 5.05.060): will determine if the application meets applicable fire code provisions.

Fire Chief

Date

Section 16: Police Department Investigation and Recommendations (OHMC 5.05.060): will (i) investigate the business location to determine whether are any features of the establishment which pose noise, traffic, or other similar public health or safety concerns for the operation of an entertainment. (ii) Determine how many security personnel, if any, are required to provide adequate safety for the patrons and operation of the establishment.

Police Chief

Date

Section 17: City Administrator Investigation and Recommendations (OHMC 5.05.060)

Conditions set by City Administrator (if any) using standards codified in OHMC 5.05.060:

Approval/Denial Date	Fees Paid	City License UBI

City Administrator or Designee

Date

Request Public Hearing per OHMC 5.05.110

****After final decision, please deliver application to Finance Dept. Attn: Utility Office ****

Contact the Finance\Utilities Department with questions at utilities@oakharbor.org or 360-279-4530.