

SPECIAL ASSEMBLY OCCUPANCY – INFORMATION SHEET

Please note:

1. An application cannot be submitted if previous Special Assembly Occupancy License at the proposed location has been revoked or inactivated for a period of less than three months.
2. Within five days of filing an application for a Special Assembly Occupancy License, the applicant shall post a notice on application provided at the time of inspection completed by personnel of the Commercial & Industrial Fire Unit.

Most questions on the license form are self-explanatory. The questions that need explanations are listed below. The numbers match the corresponding numbers on the application form. Please be sure to fill in all the required information. Your application will not be processed if required information is missing.

9. **Philadelphia Business Tax Number:** This number is assigned by the Philadelphia Revenue Department to identify tax accounts. All businesses that operate within the City of Philadelphia are required to have a business Tax Account Number. If you are a non-profit organization you are still required to register with the Philadelphia Revenue Department (215) 686-6600 or you can visit its website at www.phila.gov/revenue.
10. **Philadelphia Business Privilege License (BPL) Number:** This license is required of every person or business desiring to engage in any business within the City of Philadelphia. The BPL is a lifetime license (one-time fee of \$250.00) and can be used for all of your business operating within the City.
11. **Federal Tax Identification/Social Security Number:** If a sole proprietor, use your Social Security Number. If you are a corporation, partnership, limited liability company, etc., use the Federal Identification Number provided by the IRS. You can contact the IRS at www.irs.ustreas.gov. No applications will be accepted without one of these numbers.
13. **Amusement License Number:** If you already have an Amusement License, fill in the license number. If you do not have an Amusement License, you will need to purchase one at this time.
14. **Lawful Occupancy (LO) Number:** The LO is the number of patrons allowed in the licensed location at any one time. Please bring proof of your L.O. number at the time of application.
15. **Additional Requirements:** The application will not be accepted without proof of zoning approval, a copy of the Certificate of Occupancy (C.O.), a copy of LO, a criminal background check from City of Philadelphia (City Hall Rm. 167) and a Tax Clearance Memo provided by the Law Department at 1515 Arch Street, 15th Flr. The names, birth dates, social security numbers and home addresses of all owners must also be included.

After submission of the application, the License Issuance Unit of the Department of Licenses and Inspections will route your application to various units whose approvals are needed prior to the issuance of the license.

**SPECIAL ASSEMBLY OCCUPANCY LICENSE
6-21-05 Revision 1**

General Information

1. Stage show license has been repealed

General Requirements

1. Posting – 30 day period
2. Two year license
3. \$100 per license
4. Applicants provides L.O. numbers (L & I verifies)

Prerequisites

- | | |
|--|-----------|
| 1. BPL | (N) |
| 2. Amusement | (N) |
| 3. License cannot have been revoked or inactivated
for a period of less than three months | (R) |
| 4. Needs C.O. | (N) |
| 5. C & I check | (N) & (R) |
| 6. Criminal Background Check | (N) |
| 7. Police Department Approval | (R) |
| 8. Tax Clearance | (N) |

(N) = new (R) – renewal

Licenses Are Required or Not Required in the Following Instances:

- | | |
|---|----------------|
| 1. Adult Cabaret with an L.O. less than 50 | No license |
| 2. Adult Cabaret with L.O. of 50 or more | LICENSE |
| 3. Corner bar with L.O. less than 50 | No license |
| 4. Corner bar with L.O. More than 50 <u>without</u> disc
jockey, stage, dance floor, or performers | No license |

- | | | |
|-----|---|----------------|
| 5. | Corner bar with L.O. more than 50 <u>with</u> a disc jockey, stage, dance floor or performers | LICENSE |
| 6. | Restaurant or catering hall with an L.O. of any number <u>without</u> a disc jockey, stage, dance floor or performers | No license |
| 7. | Restaurant or catering hall with L.O. of 50 or more <u>with</u> a disc jockey, stage, dance floor or performers | LICENSE |
| 8. | Nightclub (DJ, band, or performers) with an L.O. less than 50 | No license |
| 9. | Nightclub (DJ, band, or performers) with an L.O. of 50 or more | LICENSE |
| 10. | Private club (see rules for corner bar) | |
| 11. | Teen Event with an L.O. of 50 or more | LICENSE |
| 12. | Theatre with fix seats with an L.O. of any number | No license |

NOTE: The definition of special assembly occupancy includes the qualifier “congregate **primarily** for **social entertainment** purposes”. Social entertainment is defined as “dancing, DJ’s, live music and other similar activities”. Should a restaurant have a strolling troubadour or an incidental dance floor (less than 10% of the customer area) this would not qualify as "congregation primarily for the purpose of social entertainment", therefore, no Special Assembly Occupancy License would be required in those circumstances.



Special Assembly Occupancy License Application

For further information call (215) 686-2490.

When completed, mail or return to:

DEPARTMENT OF LICENSES AND INSPECTIONS
License Issuance Unit, Public Service Concourse
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102

Use a single check or money order for all fees payable to "City of Philadelphia".

1. Name of Owner/Operator		2. Business Name		
3. Location of Licensed Activity		City	State	Zip Code
4. Mailing Address (P.O. Box not acceptable)		City	State	Zip Code
5. Owner/Operator Daytime Phone No.	6. Owner/Operator Evening Phone No.	7. Owner/Operator Fax No.	8. Owner/Operator E-mail Address	
9. Philadelphia Business Tax No.	10. Philadelphia Business Privilege No.	11. Federal Tax ID/Social Security No.	12. Date Activity Started at Property	
13. Amusement License No.	14. Lawful Occupancy No.	15. Contact Person		

16. Pre-requisite Requirements

Application will not be accepted without:

- a) Proof of Zoning
- b) Copy of Certificate of Occupancy
- c) Proof of Lawful Occupancy Number
- d) Criminal Background Check (City of Philadelphia)
- e) Tax Clearance Memo – 1515 Arch St. 15th Flr.

17. License Type	Fee	Revenue Code	Expiration Date	License Number
<input type="checkbox"/> Special Assembly Occupancy	\$100.00	3006	8/31/	
<input type="checkbox"/> Amusement License	\$25.00	3001	12/31/	
<input type="checkbox"/> Business Privilege License	\$250.00	3702	None	

18. Owner, Corporation and Partnership (list minimum of three principals if corporation).

NAME/TITLE	SSN/DATE OF BIRTH	HOME ADDRESS (include city, state, zip, and telephone number)

19. Owner / Operator Certification

I certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein I am subject to the Possible revocation of any licenses issued as a result of my false application and such other penalties as may be prescribed by law.

Owner / Operator's Signature _____ Date _____

20. FOR OFFICE USE ONLY

Remarks:

APPROVED

REFUSED

REVIEWED BY	EMPLOYEE NUMBER
DATE	AUDIT