



# Application for Nightclub License Application Fee -- Non-Refundable

Fee is \$200 + Background Check Fees (OHPD Fee Schedule)  
Annual License Fee \$200.00 Due by January 1<sup>st</sup> of each year

## Section 1: Applicant Information: (OHMC 5.22.040)

Business Name:

Business Address:

*(Location of Nightclub)*

Mailing Address: *(if  
different than physical)*

Primary use:

Owner Name:

*(including all aliases)*

Owner Address:

Owner's Phone  
Number:

Owner's Email  
Address:

Date of Birth:

Social Security No.:

Driver's License No.:

## Section 2: Issuance Restrictions (OHMC 5.22.030) *attach additional pages if needed*

1. How long have you resided in the State of Washington? \_\_\_\_\_
2. Are you the owner \_\_\_\_\_ manager \_\_\_\_\_ or agent \_\_\_\_\_ of this business?
3. If you are an agent for the owner, please provide documentation verifying that you have actual authority to enter into this License. Please attach to this application.
4. Are you a co-partner of this business? \_\_\_\_\_

5. Is this business a corporation or limited liability company? \_\_\_\_\_

**Section 3: Application Restrictions (OHMC 5.22.035)** *attach additional pages if needed*

1. Indicate the Zoning District for the property of the proposed Nightclub location:  
\_\_\_\_\_  
\_\_\_\_\_

2. Does the proposed nightclub location comply with the application restrictions set forth in OHMC 5.22.035?  
\_\_\_\_\_  
\_\_\_\_\_

**Section 4: License Conditions (OHMC 5.22.045)** *attach additional pages if needed*

1. Indicate whether you will provide musical entertainment.  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the hours of operation, expected attendance figures, and activities that will take place on the premises.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Attach the floor plan and parking areas. The floor plan should include fire exits and other physical features of the nightclub. Please provide comments of the physical characteristics if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 5: Acknowledgement of OHMC 5.22 (OHMC 5.01.030)**

*Under penalty of perjury of the laws of the State of Washington, I do solemnly swear that I have read the Oak Harbor Municipal Code (OHMC) 5.22 regulating nightclub licensing and that I will abide by the rules set forth therein and I furthermore swear that the facts I have stated in this application are true.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Section 6: Temporary License Issuance (OHMC 5.22.040)**

Upon filing the application and paying associated fees, you will immediately be issued a temporary license. After investigation by City officials, you will be notified of their report and the date upon which the City Council will conduct a hearing for issuance of a regular license. OHMC 5.22.045 sets forth these procedures.

| Temporary Issuance Date | Temporary Business License No. Issued |
|-------------------------|---------------------------------------|
|                         |                                       |

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**Section 7: Instructions to Obtain Nightclub License**

- **Step 1:** First-time applicants – Complete Application, and pay application and background check fees.
- **Step 2:** The City Clerk will inform you when your application will be added to the Council Agenda for City Council action.
- **Step 3:** Following Council review, the Clerk will contact you with the results.
- **Step 4:** If Council approves, you will receive a Business & Nightclub endorsement in the mail.
- **Note:** *If the application is granted, the \$200.00 application fee will count as the first annual license payment.*
- **Step 5:** If Council denies the application, the \$200.00 application fee + Background Check fees are non-refundable.
- **Renewal:** Must renew Nightclub License annually. **Expires December 31<sup>st</sup>** of each year.

**SECTION 8 -- INTERNAL USE ONLY**

**Section 8.a: Application Restrictions – Fire Chief & Building Official (OHMC 5.22.045)**

**OAK HARBOR FIRE DEPARTMENT**

Date Received Application: \_\_\_\_\_

Decision/Findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach additional pages if needed)*

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

**OAK HARBOR BUILDING OFFICIAL**

Date Received Application: \_\_\_\_\_

Decision/Findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach additional pages if needed)*

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

**Section 8.b: Application Restrictions – Police Chief (OHMC 5.22.045 (3)-(5))**

**OAK HARBOR POLICE DEPARTMENT**

Date Received Application: \_\_\_\_\_

Conducted WATCH Criminal Background Check \_\_\_\_\_ (attach results)

Decision/Findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach additional pages if needed)*

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

**Section 8.c: Application Restrictions – Council Action (OHMC 5.22.045 (6)-(7))**

CITY COUNCIL Public Hearing Date: \_\_\_\_\_

Decision/Findings: (show below or attach report)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License Conditions: (show below or attach report)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review Date: (if any scheduled)

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| Approval/Denial Date | Fees Paid | Business License No. Issued |
|----------------------|-----------|-----------------------------|
|                      |           |                             |

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Contact the City Clerk with questions at [athompson@oakharbor.org](mailto:athompson@oakharbor.org) or 360-279-4539.