



Application for Entertainment
Establishment Endorsement Type 2
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 5.05.050)

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.*

** Include documentation from the Corporation verifying that the listed managing or directing agent has authority to enter into the Entertainment Establishment Endorsement Type 2.*

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: 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 submitted containing 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.

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 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 31st of the renewal year.

YES / NO If the Business License and Endorsement 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 Endorsement Type 2 under Chapter 5.05 of the Oak Harbor Municipal Code.

Signature

Date

Section 10: Police Background Check of OHMC 5.05

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 fee 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 City Administrator for further review.
- **Step 4:** City Administrator may require review by the City Building Official, Development Services, 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 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)

Development Services Director

Date

Section 14: Building Official Investigation and Recommendations (OHMC 5.05.060)

Building Official

Date

Section 15: Fire Department Investigation and Recommendations (OHMC 5.05.060)

Fire Chief

Date

