



**DANCE  
BUSINESS LICENSE APPLICATION**  
Community Safety Department  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069  
(323) 848-6437 | Code@weho.org

**5.08.010 BUSINESSES REQUIRED TO BE LICENSED.**

No person shall commence, conduct or purport to commence or conduct the following business activities without a valid business license:

- 12. Dance

**5.40.010 DEFINITIONS.**

For purposes of this chapter, the following words shall have the following meanings:

- 1. "DANCE PROMOTER" shall mean an individual or organization who uses the facilities of another owner to organize, oversee, or otherwise promote a public or private dance. When more than one promoter is involved in promoting one event, they shall decide among themselves which one shall be considered the dance promoter for the purposes of this chapter.
- 2. "DANCING SCHOOL" shall mean an establishment that provides classes or instruction predominantly on dancing.
- 3. "PRIVATE DANCE" shall mean recreational dancing that occurs at a private dancehall.
- 4. "PRIVATE DANCEHALL" shall mean a business establishment that provides recreational dancing facilities, either as its main purpose, or as an incident thereto, for its members or their bona fide guests.
- 5. "PUBLIC DANCE" shall mean recreational dancing that occurs at a public dancehall.
- 6. "PUBLIC DANCEHALL" shall mean a business establishment that is open to the public and that provides recreational dancing facilities, either as its main purpose or as an incident thereto, for members of the public.
- 7. "RECREATIONAL DANCE" or "RECREATIONAL DANCING" shall mean dancing for purposes of amusement or diversion. "Recreational dancing" includes, but is not limited to, social dancing and does not include a dance performance for purposes of entertaining an audience.
- 8. "SPECIAL DANCE" shall mean an individual public dance or private recreational dance conducted by any person, dancing club, dancing school or association of persons, dancing clubs or dancing schools, which dance, if authorized will result in not more than three such dances being held by such person or group in any three-month period.

Prior to submitting this application, please ensure all items listed below are included with your application. *Failure to submit the required information listed below will deem your application as an incomplete and WILL NOT be accepted/processed.*

**CHECKLIST**

- 1. COMPLETED BUSINESS LICENSE APPLICATION
- 2. SUPPLEMENTARY QUESTIONNAIRE
- 3. FLOOR PLAN OF BUSINESS INTERIOR
- 4. AGENCY SIGN-OFFS
- 5. APPLICATION FEE - \$300

**NOTE: Please email this application and all supporting documents requested on the above-mentioned checklist, to [code@weho.org](mailto:code@weho.org). The application will be reviewed, and an invoice will be sent via email upon being deemed complete.**

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**FOR INTERNAL USE ONLY**

**RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



# BUSINESS LICENSE APPLICATION

Community Safety Department  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069  
(323) 848-6437 | [Code@weho.org](mailto:Code@weho.org)

## 1. Applicant Information

Applicant Name

Address

Relationship to Business

e-mail

Phone #

## 2. Business Information

Please list the business name and true address and mailing address (if different). The business address may not be a P.O. Box, mailbox, message service or similar device.

Business Name &  
DBA

Business Address  
(WeHo location  
of operations)

Operating Hours

email

Phone #

Mailing Address (if different):

Business Activity

## 3. Ownership Information

LLC | SOLE | PARTNERSHIP | CORPORATION | OTHER

Federal Tax I.D.#:

State Tax I.D.#:

Please complete the following information for all partners, directors of a corporation and stockholders holding ten (10%) or more of the shares of the corporation. Also list information regarding an officer who is duly authorized to accept service of legal process.

Name

Title or Relationship  
to Business

Address

Email

Phone #

Name

Title or Relationship  
to Business

Address

Email

Phone #

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#### 4. Emergency Contact Information

Please provide the following information of two individuals who may be contacted by the City in the case of an emergency.

Name:

Title or Relationship to Business

Phone:

E-mail:

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Name:

Title or Relationship to Business

Phone:

E-mail:

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**\*\* ALL APPLICANTS MUST PROVIDE A COPY OF A CURRENT CALIFORNIA DRIVERS LICENSE OR COMPARABLE PHOTOGRAPH IDENTIFICATION.\*\***

If the license is granted, I/We agree to comply with all the laws, state and federal, pertaining to the conduct of said business and to all the ordinances, rules and regulations of the City of West Hollywood. I declare under penalty of perjury that the above statements are true and correct.

In addition, I agree to advise the City of West Hollywood of any and all changes in the operations of the business in that such changes of the application form are necessitated.

The failure to truthfully complete this application may result in the denial of the application or a revocation of any licenses issued.

Applicant Signature:  Date:

Applicant Name:

**CITY OF WEST HOLLYWOOD**  
**SUPPLEMENTARY BUSINESS LICENSE QUESTIONNAIRE**

**Dance and Entertainment**

1. List the names and addresses of the persons who have authority or control over the location for which the license is requested, and a brief statement of the nature and extent of their authority or control.

Name	Address	Title
Name	Address	Title
Name	Address	Title

2. List the names and addresses for each of the owners of the premises upon which the licensed activity is to be conducted, if the applicant is leasing such premises from the owners:

Property/ Business Owner	Address	Title
Property/ Business Owner	Address	Title

**Special Dance License (only)**

3. Please specify the number of dances held within the previous three-month period immediately preceding the date of the application

**DANCE/ENTERTAINMENT**

4. Indicate the name, address and phone number of any individual acting as **manager** of the business who is not indicated as owner, partner, director or stockholder holding 10% or more of the shares of the corporation. These individuals will be required to obtain a **Manager's** business license from the City of West Hollywood.

Name

Address

Phone Number

Name

Address

Phone Number

Name

Address

Phone Number

Name

Address

Phone Number

## AGENCY APPROVALS

Failure to obtain the required agency approvals listed below will result in your application being deemed incomplete and will not be accepted/processed. Please contact each agency for appointment.

**BUSINESS NAME**

**ADDRESS**

**PLANNING**

CITY OF WEST HOLLYWOOD  
8300 SANTA MONICA BLVD., 2<sup>nd</sup> FL  
WEST HOLLYWOOD, CA 90069  
**CONTACT: PLANNER-ON-DUTY**  
**(323) 848-6475 | [PLANNING@WEHO.ORG](mailto:PLANNING@WEHO.ORG)**  
**HOURS: M – TH 8 AM - 6 PM**  
**FRI, 8 AM - 5 PM**

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

**COMMENTS/CONDITIONS:**

**MUST REQUEST AN INSPECTION FOR "BUSINESS LICENSING"**

**BUILDING & SAFETY**

(On-Site Inspection)  
CITY OF WEST HOLLYWOOD  
8300 SANTA MONICA BLVD. 2<sup>nd</sup> FL  
WEST HOLLYWOOD, CA 90069  
**CONTACT: INSPECTION LINE**  
**(323) 848-6320 | [BUILDING@WEHO.ORG](mailto:BUILDING@WEHO.ORG)**  
**HOURS: M-TH 8 AM - 6 PM**  
**FRI, 8 AM - 5 PM**

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

**COMMENTS/CONDITIONS:**

**MUST REQUEST AN INSPECTION FOR "BUSINESS LICENSING"**

**FIRE PREVENTION, STATION 7**

(ON-SITE INSPECTION REQUIRED)  
864 N. SAN VICENTE BLVD.  
WEST HOLLYWOOD, CA 90069  
**CONTACT: (310) 358-2380**  
**HOURS: M-F, 8 AM - 10 AM ONLY**

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

**COMMENTS/CONDITIONS:**

## AGENCY APPROVALS

Failure to obtain the required agency approvals listed below will result in your application being deemed incomplete and will not be accepted/processed. Please contact each agency for appointment.

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### **FINANCE (TAX CERTIFICATE)**

CITY OF WEST HOLLYWOOD  
8300 SANTA MONICA BLVD., 1<sup>st</sup> FL  
WEST HOLLYWOOD, CA 90069

**CONTACT: LAURA D'AMBROSIA**  
**(323) 848-6319 | [LDAMBROSIA@WEHO.ORG](mailto:LDAMBROSIA@WEHO.ORG)**  
**HOURS: M – TH, 8 AM - 6 PM**  
**FRI, 8 AM – 5 PM**

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SIGNATURE

**COMMENTS/CONDITIONS:**

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### **CODE ENFORCEMENT**

CITY OF WEST HOLLYWOOD  
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SIGNATURE

**COMMENTS/CONDITIONS:**