



CITY OF PHILADELPHIA • DEPARTMENT OF LICENSES AND INSPECTIONS

LICENSE APPLICATION

AMUSEMENT

Follow instructions listed on the Instruction Sheet.
For further information call (215) 686-2490.

WHEN COMPLETED MAIL 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 (SEE 14)	2. BUSINESS NAME (IF APPLICABLE)	3. TELEPHONE NUMBER(S)
4. LOCATION OF LICENSED ACTIVITY (INCLUDE ZIP CODE)		OWNER NAME, ADDRESS AND TELEPHONE ZIP CODE
5. BILLING ADDRESS (INCLUDE CITY, STATE, ZIP CODE)		CITY STATE ZIP CODE
6. BUSINESS INCOME AND RECEIPTS TAX NUMBER		7. COMMERCIAL ACTIVITY LICENSE NUMBER
8. FEDERAL TAX OR SOCIAL SECURITY NUMBER		9. DATE ACTIVITY STARTED MONTH / DAY / YEAR
10. PUBLIC LIABILITY INSURANCE COMPANY AND POLICY NUMBER		11. GIVE ACTIVITY DATES IF NOT ANNUAL LICENSE
12. DESCRIPTION (BUSINESS, HORSE, NUMBER OF STALLS IN STABLES, ETC.)		

13. LICENSE TYPE	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> AMUSEMENT, ANNUAL	\$ 25.00	3001	12/31/	
<input type="checkbox"/> AMUSEMENT, DEVICE	25.00	7333		
<input type="checkbox"/> AMUSEMENT, PERMIT (TEMPORARY) ____ DAYS @ \$5.00 PER DAY	\$0.00	3026	12/31/	
<input type="checkbox"/> AMUSEMENT, VEHICULAR	20.00	3001	12/31/	
<input type="checkbox"/> CARNIVAL ____ WEEKS @ \$200.00 PER WEEK)	\$0.00	3028	WEEKLY	
<input type="checkbox"/> CIRCUS	25.00	3029		
<input type="checkbox"/> COMMERCIAL ACTIVITY LICENSE	250.00	3702	NONE	
<input type="checkbox"/> FOOD ESTABLISHMENT (RETAIL, NON-PERM)	110.00	3112	4/30/	
<input type="checkbox"/>				
<input type="checkbox"/>				

ATTACHMENTS: HEALTH APPROVAL LETTER OF PERMISSION TOTAL FEE \$ _____

14. OWNER, CORPORATION AND PARTNERSHIP (LIST THREE PRINCIPALS OR PARTNER'S)

NAME OF PRINCIPAL OR PARTNER	TITLE	HOME ADDRESS (INCLUDE CITY, STATE AND ZIP CODE)

15. APPLICANT CERTIFICATION

I hereby 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 possible revocation of any licenses issued as result of my false application, and such other penalties as may be prescribed by law.

Applicant's Signature _____ Date _____

Address _____

16. CARNIVAL LICENSE APPLICANTS

A. LIST STANDS OR CONCESSIONS (DESCRIBE METHODS OF OPERATION) AND NAMES AND ADDRESSES OF OPERATORS, EMPLOYEES' SOCIAL SECURITY NUMBERS (USE ADDITIONAL SHEET IF NECESSARY)

Blank lines for listing stands or concessions.

B. LIST 5 CITIES OF MOST RECENT OPERATION

Blank lines for listing 5 cities of most recent operation.

C. HAS ANY CITY REFUSED OR REVOKED YOUR LICENSE?

NO YES (IF "YES", LIST NAME, CITY, STATE AND DATE) _____

D. DESCRIBE GAMES OF SKILL, IF ANY, IN DETAIL

Blank lines for describing games of skill.

E. DESCRIBE GAMES OF CHANGE (GAMBLING DEVICES) IF ANY, IN DETAIL

Blank lines for describing games of change.

F. DESCRIBE THEATRICAL PERFORMANCES, IF ANY, IN DETAIL

Blank lines for describing theatrical performances.

G. LIST AND DESCRIBE TYPES OF RIDES

H. CARNIVAL COMPANY _____

I. ORGANIZATION SPONSORING CARNIVAL _____

J. WINTER QUARTERS OF CARNIVAL _____

POLICE DEPARTMENT

APPROVED

SIGNATURE _____

DISAPPROVED

COMMISSIONER--POLICE DEPARTMENT

PREREQUISITES (LIST THOSE CHECKED DURING PROCESSING)

STREET CODE _____

REMARKS:

OFFICE USE ONLY

APPROVED

REFUSED

REVIEWED BY		NUMBER
DATE	AUDIT	

HEALTH _____ ZONING _____ POLICE _____

City of Philadelphia · Department of Licenses and Inspections
AMUSEMENT LICENSE APPLICATION – INFORMATION SHEET

Zoning approval may be required if your location has not been previously licensed for this activity. If your location is currently licensed for the same use, no further zoning approval is needed. Carnivals, circuses, etc. where food will be sold require a Retail Food License (Non Permanent Location).

HOW TO COMPLETE THIS FORM

Most questions on this form are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the form.

1) NAME OF OWNER -- Fill in the name of the person, corporation or partnership to whom the license should be issued. Full names must be used. Initials and a last name cannot be accepted.

3) TELEPHONE NUMBER(S) -- Fill in the daytime (9 AM--5 PM) telephone number of a real person who is responsible for and fully knowledgeable of the details of the licensed activity. **PHONE NUMBER MUST BE FILLED IN OR THE APPLICATION CANNOT BE PROCESSED.** Stable licensee must also give an emergency phone (non-business hours).

6) PHILADELPHIA BUSINESS INCOME AND RECEIPTS TAX NUMBER -- This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. If you have other licenses from the City the one tax number serves for all. If you have never had a number assigned, leave blank if you are applying for one as part of the application.

7) PHILADELPHIA COMMERCIAL ACTIVITY LICENSE NUMBER -- Fill in the license number if you already have one. Write "unknown" if you have a license but cannot find the number. Leave blank, if you are applying for one as part of the application.

8) LICENSEE FEDERAL TAX IDENTIFICATION NUMBER -- For individuals it is the same as your Social Security Number. For other taxable or tax exempt entities, it is a number assigned by the Internal Revenue Services (IRS) for reporting purpose. **Your FEDERAL TAX IDENTIFICATION NUMBER MUST BE FILLED IN OR THE APPLICATION CANNOT BE PROCESSED.**

10) PUBLIC LIABILITY INSURANCE -- If indicated by the license type you select in Section 13, fill in name of your insurance carrier and policy number. Attach a copy of policy with application.

13) LICENSE TYPE-- Place an "X" in front of the name of each license applied for and attach required data. Approvals are required from other sections of Licenses & Inspections and/or other Departments. Your application will be forwarded for approvals as required.

A) Amusement Annual (3001)

Required of anyone conducting any place of amusement or entertainment for profit.

1) List names and home address of all officers.

B) Amusement Devices License (7333)

Required by any place that keeps or maintains for use by the general public three or more amusement devices for hire. (an amusement device is any coin-operated or mechanical machine or similar equipment which is used by a patron for his or her amusement. Exempt from this license: juke boxes, amusement devices located in establishments regulated by Liquor Control Board of the Commonwealth and vending machines used for dispensing of goods).

1) Name and home address of owner and applicant.

2) Indicate in Section 12, the total number of devices.

C) Amusement Permit (Temporary) (3026)

Required of anyone conducting any place of amusement or temporary place of amusement. The cost of temporary permit is \$5.00 per day. All required licenses must be current at the location where event will be held.

- 1) List names and home addresses of all officers.
- 2) Attach sample admission or other ticket.

D) Amusement, Vehicular (3001)

Required of anyone operating an electric, mechanical or otherwise operate machine or device designed to carry, convey, contain, hold or support occupants for amusement. Each vehicle must be licensed.

REQUIREMENTS:

- 1) Proof of liability insurance.
 - a. public liability: 1 to 4 persons incl., \$25,000; 5 or more persons, \$50,000.
 - b. per accident: 1 person, \$25,000; 2 to 4 persons incl., \$75,000; 5 more person, \$150,000.
 - c. property damage: 1 to 4 persons incl., \$1,000; 5 or more persons, \$5.00.
- 2) Temporary Electrical wiring permit (Electric Unit 686-2454).

E) Carnival License (3028)

Required of anyone holding or conducting any moving, temporary show where a charge is made for admission or participation, whether held in a building, tent, enclosure or lot, and where following forms of amusement or entertainment are conducted: riding devices, illusion shows, mechanical shows, active games of skill or games of a like character.

REQUIREMENTS:

Carnival Company furnishing rides must have on file annually

- 1) Proof of Certificate of Insurance -- Public Liability \$100,000; per accident \$300,000 and Property Damage \$5,000. The contract of insurance must name the City of Philadelphia as certificate holder.
- 2) An Annual Amusement License.
- 3) A Commercial Activity License
- 4) Food License (Non Permanent Location) if food will be sold.
- 5) Tent permit may be required. For information contact the Fire Unit at 686-2534 or 686-2535.

Sponsor of Carnival

- 1) Submit six (6) copies of the application for Carnival License at least six (6) weeks in advance of the event. **Please do not mail license fee until you receive notice that your application has been approved.**
- 2) Temporary Amusement Permit.
- 3) Temporary electrical wiring permit (Electric Unit 686-2454).
- 4) Police approval (License Issuance will forward application).
- 5) Letter of permission from the owner of the property where carnival is to be held.
- 6) Furnish information with respect to the proposed date and place of the carnival; the organization, society, or club, if any, for whose benefit the carnival is to be given; and the nature of he structures and devices to be used and the entertainment to be given or permitted. Answer all questions fully.
- 7) Pay license fee of \$200.00 got each week or part thereof during which carnival is conducted; free license may be issued to organizations approved by the Department of Revenue (686-6595). **CARNIVAL LICENSEE PLEASE ANSWER ALL QUESTIONS COMPLETELY. USE ADDITIONAL SHEET IF NECESSARY.**

F) Circus License (3029)

Required of anyone operating a circus

1) If tent will be used, acquire a Tent Permit. Contact the Fire Unit at 686-2534 or 686-2535.

G) PHILADELPHIA COMMERCIAL ACTIVITY LICENSE (3702)

Required for every person desiring to engage in any business within the City of Philadelphia, weather or not such person maintains a place of business in the City. This is a one-time license and can be used for all businesses operated within the City. Fill in the license number if you already have one.

1) Philadelphia Business Income and Receipts Tax Number. If you have never had a number assigned, fill out the enclosed Revenue Department application requesting a number.

H) Food Establishment, Retail Non Permanent Location (NPL) (3112)

Required of any person operating a retail NPL food establishment. NPL Food license cost is \$80.00. Please write in this license request in section 13 on your application form if applicable. Contact Health Department at 685-7495 for information regarding the food approval process.

Health approval must accompany all food licensing applications.

THE EXPIRATION DATE AND LICENSE NUMBER will be completed by the Department. To arrive at TOTAL FEES, add up the fees for all the licenses and permits being applied for today and enter total. **Please do not mail cash. Cash payments cannot be accepted.**

14) OWNER, CORPORATION AND PARTNERSHIP -- Corporate applications must identify the president, secretary and treasurer. Complete with the name title, and home address. If one individual serves as multiple or sole officer, so state. If partnership, include social security number of each partner.