



**CITY OF ENCINITAS**  
Development Services Department  
505 S. Vulcan Ave  
Encinitas, CA 92024  
[www.encinitasca.gov](http://www.encinitasca.gov)  
Phone: 760-633-2708  
Email: [permits@encinitasca.gov](mailto:permits@encinitasca.gov)

# PUBLIC BINGO FEES & INFORMATION

A Public Bingo Game license allows the licensee to conduct bingo games for charitable purposes. A Background Application must be completed for each person staffing Bingo games.

Approved permits are valid for one year and are not transferable to another location or to another person. A change in location or ownership requires a new application. This permit may be renewed if the renewal process is initiated prior to the expiration date of the current permit.

All fees associated with this permit are non-refundable.

## **Fees:**

Application Fee: \$50

Business Registration\*

\* Application requires a current business registration. Additional fees may apply if business registration is not up to date.

## **Documentation Required:**

- **Authorization to Release Information** – Authorization allowing the San Diego County Sheriff's Department to initiate background check.
- **Application - Background** - Information required by San Diego County Sheriff's Department to initiate background check. Each manager and staff member who participates must complete an application.
- **Application Supplemental** - Additional information required to complete the application process.
- **Business Registration** - If your business is not registered with the City, please complete a Business Registration application online using Customer Self Service (CSS). Business Registration is a separate process and can be applied for concurrently with this permit.
- **Plans - Site Plan - Regulatory** - Identify address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, proposed location of sales inventory, existing and proposed locations of structures/improvements (such as tents, power, vehicular parking and drive isles, and restroom locations), dimensions of structures/improvements, and whether structures/improvements are temporary or permanent in nature. Restrooms and parking improvements must be ADA compliant.
- **Proof of Ownership or Permission from Owner** – If **owner** applying, proof of ownership is a Grant Deed, Assessor Record or similar document. If **not the owner**, permission from owner is required - a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.
- **Senior Citizen Association or Mobilehome Park Association By-Laws** - Must be a qualified organization to operate.
- **State of CA Franchise Tax Board (FTB) Letter of Exemption** - Must be a qualifying charitable organization and provide proof of tax exemption letter from [State](#).

Please allow a minimum four weeks processing time due to background checks and departmental reviews associated with this permit.