

Special Assembly Occupancy - Information Sheet

Please note:

- a) An application cannot be submitted if previous Special Assembly Occupancy License at the proposed location has been revoked or inactivated for a period of less than three months.
- b) Within five days of filing an application for a Special Assembly Occupancy License, the applicant shall post a notice on application provided by License Issuance on the exterior of the proposed licensed location for a period of thirty days.

Most questions on the license form are self-explanatory. The questions that need explanations are discussed below. The numbers match the corresponding numbers on the application form. Please be sure to fill in all the required information. Your application will not be processed if required info is missing.

1. **Philadelphia Business Tax Number**: This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. All businesses that operate within the City of Philadelphia are required to have a Business Tax Account Number.
2. **Philadelphia Commercial Activity License Number**: Required of every person or business desiring to engage in any business within the City of Philadelphia. The Commercial Activity License is a lifetime license and can be used for all of your businesses operating within the City.
3. **Employer's Federal Tax Identification Number**: For individuals it is the same as your Social Security Number. For other taxable or tax exempt entities, it is the number assigned by the IRS for reporting purposes. If a business does not have a number yet, fill in the Social Security Number of the owner, president, or chief partner. You can supply the business's federal tax number when it is assigned. No applications will be accepted without a Federal Tax ID Number.
4. **Amusement License Number**: If you already have an Amusement License fill in the license number. If not, then you will be required to apply for a new Amusement License. See section 16 of the application.
5. **Lawful Occupancy Number**: This is the number of patrons allowed in the licensed location at any one time. Please bring proof of your L.O. Number at time of application.
6. **Contact Person**: The name of the person to contact at the licensed location.
7. **Additional requirements**: Application will not be accepted without a Certificate of Occupancy, a Criminal Background Check from the Philadelphia Police Department, and the required list of Crowd Control Supervisors / Managers who will be working at the licensed location.
8. **License Type**: Check off the appropriate box for the licenses for which you are applying. License Issuance will assign the License Number when the application is processed.

After submission of the application, License Issuance will route your application to various units whose approvals are needed prior to issuance of the license:

- a) **Zoning** – all buildings and other structures in the City of Philadelphia must be in compliance with current zoning law. Alterations to an existing structure as well as a change in its intended use may affect zoning approval. Applicant should check zoning prior to submission of the application.
- b) **Law Department, Tax Office** – all City of Philadelphia taxes must be up to date before a Special Assembly Occupancy license can be issued. The Law Department issues a Tax Clearance Memo.
- c) **Commercial & Industrial Fire Inspection** – an inspection will be done of the premises to ensure building safety prior to issuance of the license.

9. **License Term**: License is valid for two years from date of issuance.

10. **Posting Requirements**: Within five (5) days of filing a new or renewal application for a special assembly occupancy license, the applicant shall post a notice of application provided by the Department on the exterior of each street frontage of the proposed special assembly occupancy location, in a location clearly visible to the public, for a period of thirty (30) days.



Special Assembly Occupancy License Application

For further information call (215) 686-2490.

When completed, mail or return 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/Operator		2. Business Name		
3. Location of Licensed Activity		City	State	Zip Code
4. Mailing Address (P.O. Box not acceptable)		City	State	Zip Code
5. Owner/Operator Daytime Phone No.	6. Owner/Operator Evening Phone No.	7. Owner/Operator Fax No.	8. Owner/Operator E-mail Address	
9. Business Income & Receipts Tax No.	10. Commercial Activity License Number	11. Date Activity Started at Property	12. Food License Number	
13. Amusement License No.	14. Lawful Occupancy No.	15. Contact Person		
<p>16. Pre-requisite Requirements</p> <p>Application will not be accepted without:</p> <ul style="list-style-type: none"> a) Proof of Zoning b) Copy of Certificate of Occupancy c) Proof of Lawful Occupancy Number d) Criminal Background Check (City of Philadelphia) e) Tax Clearance Memo – 1515 Arch St. 15th Flr. 				
17. License Type	Fee	Revenue Code	License Number	
<input type="checkbox"/> Special Assembly Occupancy	\$200.00	3006		
<input type="checkbox"/> Amusement License	\$25.00	3001		
<input type="checkbox"/> Commercial Activity License	No Fee	3702		

18. Owner, Corporation and Partnership (list minimum of three principals if corporation).

NAME/TITLE	SSN/DATE OF BIRTH	HOME ADDRESS (include city, state, zip, and telephone number)

19. Owner / Operator Certification

I 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 the Possible revocation of any licenses issued as a result of my false application and such other penalties as may be prescribed by law.

Owner / Operator's Signature _____ Date _____

20.

FOR OFFICE USE ONLY

Remarks:

APPROVED

REFUSED

REVIEWED BY	EMPLOYEE NUMBER
DATE	AUDIT