



Department of
Licenses and Inspections
CITY OF PHILADELPHIA

DO NOT MAIL THIS APPLICATION
This application must be submitted in person.

Application for a Special Assembly Occupancy License

Complete and submit this application for a **NEW** Special Assembly Occupancy License.

PART A

Location

Provide the address of the licensed activity.

Location Address: _____

Owner/Operator's Name: _____

Business Name (if different from owner): _____

Owner/Operator's Address: _____

Owner/Operator's Email: _____ Phone #: _____

Name all Pennsylvania corporations, including all limited liability corporations, in which the applicant has any equity interest, regardless of whether the applicant has a direct equity interest or applicant's equity interest is held through one or more tiers of a corporate structure, such as parent-subsidiary structure.

*Name of Corporate Owner	Title	Home Address City/State/Zip

Philadelphia Business Tax #: _____ Commercial Activity License #: _____

Date activity started at this property: _____ Food License #: _____ Lawful Occupancy #: _____

Owner information

Provide the contact information for the owner.

**Note: If the legal entity is a "company" then up to two (2) corporate owners must be named*

Provide the tax account and license information.

A

PART B

Supplemental Information

- Confirm the required documentation is provided.

B

Verify the following information:

- All City of Philadelphia taxes, charges, and fees are current: ☐ Yes
- A Zoning Permit for the Use is valid: ☐ Yes
- A Certificate of Occupancy is valid: ☐ Yes
- A Criminal History Record Search by the City or State of PA is provided with this application: ☐ Yes
- Photos showing proof of posting of the Special Assembly Occupancy License Notice is provided with this application (**Note: The posting must remain on site for at least 30 days**): ☐ Yes

PART C

Limits and Conditions

C

- The license holder shall be responsible to ensure that patrons do not congregate in a disorderly manner, and do not engage in any illegal activity.
- No special occupancy shall operate between the hours of 2:00 am and 7:00 am.
- The license holder shall be responsible to:
 - Refrain from selling, transferring, delivering or manufacturing illegal drugs to any person or alcoholic beverages to a minor or engage in acts of prostitution or promoting prostitution.
 - Refrain from leasing real estate to a person knowing, or having reason to know, that such person is using, intends to use, such real estate or improvements thereon in the selling, transferring, delivering or manufacturing of illegal drugs, or in the sale of alcoholic beverages to a minor, or to engage in acts of prostitution or promoting prostitution.
 - Refrain from causing or permitting a patron or employee to cause a public or private nuisance.
 - Prohibit the use of pyrotechnic devices, fireworks, explosives, or similar material.
 - Refrain from entering into any contracts or agreements with a promotor to arrange for and produce a promoted event at the special assembly occupancy, knowing, or having reason to know, that such person is not registered as a promotor.

Declaration and Signature

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 statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law or ordinance.

Owner's / Operator's Signature: _____

Date: _____