

**CITY OF ANTIOCH
MINOR ADMINISTRATIVE USE PERMIT APPLICATION
LIVE ENTERTAINMENT EVENTS**



PURPOSE

An Administrative Use Permit (AUP) is required if you offer within your business premises, any form of entertainment such as, but not limited to:

- the use of a radio or other electronic play back device when utilized by an announcer or disc jockey who at any time provides any form of vocal entertainment including the announcing of song titles or artists' names;
- every form of live entertainment: music, solo band, or orchestra;
- karaoke;
- fashion shows;
- any act or performance participated in by one or more persons for the purpose of holding the attention of, gaining the attention and interest of, or amusing guests or patrons.

PROCESS

Processing an Administrative Use Permit application takes approximately three weeks. Please submit your application and all requirements (listed below) THREE WEEKS prior to your event. Applications submitted less than three weeks prior to the date requested will be reviewed as staff time allows and the City reserves the right to deny the application if staff is unavailable to review the permit.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days. The Zoning Administrator may grant a written extension for up to an additional 90 calendar days when the applicant shows good cause for an extension. Delays due to circumstances outside the applicant's reasonable control will be considered good cause to grant the extension.

Submitting an Administrative Use Permit does not guarantee the approval of your event. Staff will review impacts associated with noise, security, and any other potential impact associated with the event.

**Application should be submitted online through the
City of Antioch Civic Access Portal at the link below:**

<https://antiochca-energovweb.tylerhost.net/apps/selfservice#/home>

Any questions regarding the application process should be emailed to: planning@antiochca.gov.

REQUIREMENTS*

- Refer to the [Planning Fee's 2023-2024](#) chart for current application fee.
- Written property owner authorization
- Completed application form (attached)

** You may also need to apply for a separate permit from other City departments or agencies depending on the type of set up. Please contact them directly for their requirements.*

City of Antioch Building Department (925) 779-7065
Contra Costa County Fire Department (925) 941-3300
Contra Costa County Environmental Health (925) 692-2500

**CITY OF ANTIOCH
 MINOR ADMINISTRATIVE USE PERMIT APPLICATION
 LIVE ENTERTAINMENT EVENTS**



Business Name	
Business Address	
Business Phone	
Description of Location (ex: free-standing building, within a shopping center, within a multi-tenant building not part of a shopping center, etc.)	
Property Owner	
Business Owner	
Primary Nature of the Business (ex: restaurant w/out bar, restaurant w/bar, bar or nightclub, coffee shop, private club, etc.)	
Description of the Nature of the Live Entertainment to be provided (including if it is indoors, outdoors, musical groups, karaoke, etc.)	
Event Date	
Number of People Expected to Attend	
Starting Time	
Finish Time	
Description of the Sound Amplification Equipment	
What is the maximum capacity of the commercial establishment as determined by the Fire Marshall?	
Describe in detail how parking will be accommodated during the Live Entertainment event (amount of on-site parking; if adjacent parking lots will be utilized, provide property owner approval, etc.):	

**CITY OF ANTIOCH
MINOR ADMINISTRATIVE USE PERMIT APPLICATION
LIVE ENTERTAINMENT EVENTS**



Describe in detail how security will be provided before, during, and after the Live Entertainment event. Provide company name and license number for professional security guards. (A condition of approval for the event may require uniformed security guards who are employed by a Private Patrol Operator (Security Company) who is currently licensed with the California Department of Consumer Affairs).