



APPLICATION FOR ADULT ORIENTED BUSINESS LICENSE

INSTRUCTION SHEET

What is an Adult Oriented Business?

An Adult Oriented Business is any commercial establishment, business or service, or portion thereof, which offers sexually oriented material, devices, paraphernalia or specific sexual activities, services, performances or any combination thereof, or in any other form, whether printed, filmed, recorded or live. It includes, but is not limited to, these types of adult entertainment:

- Adult book stores
• Adult motion picture theatres
• Adult shows or adult peep shows
• Conversation parlors, relaxation studios, health salons or call services
• Applicants should read Olympia Municipal Code Title 5 Chapter 5.16 before completing this application form.

The application asks you to select which of the above types of entertainment most closely describes your business. The law defines each type in Ord. 5663 S2, 1997 (Title 5, Chapter 5.16, Olympia Municipal Code)

Requirements for All Applications

The form and procedure are the same for a new license as for renewing an existing, active license except where noted in the instructions below.

- Submit completed, signed and notarized application.
• The person who is responsible for submitting the application and appearing personally depends on the type of business, as follows:

Table with 2 columns: IF the establishment is a... and THEN the responsible person is... Rows include Sole proprietorship, Corporation, Partnership or other unincorporated association.

- Applications that are unsigned, incomplete, not notarized or not accompanied by the required non-refundable fee will be rejected. Fees are as follows:

Table with 2 columns: License Type and Fee. Rows include Adult Oriented Business Application Fee, Manager License, Assistant Manager License, Entertainer License.

- Enclose non-refundable Application fee by check or money order made payable to "City of Olympia" or "City Treasurer".
□ Enclose copies of all State/ City business licenses, including State Department of Revenue Tax Registration.
□ If the business is a corporation, submit a copy of the Certificate of Incorporation certified by the Secretary of State of the state on incorporation.
□ Enclose professionally prepared plans of the building interior layout.
□ Enclose a complete legal description of the property where the adult oriented business will take place

- Submit *Certificate of Individual* forms completed and signed by the following persons. You may copy the form provided in this packet or download the form off of the website. This form shall serve as an application for a Manager, Assistant Manager or Entertainer License.
 - Any Manager who will be responsible for the day-to-day operations of the business.
 - Each** employee of the business. Employees must be at least 18 years of age.
 - Each** independent contractor
 - Each** person who is responsible for procuring sexually-oriented material
 - If the business is a corporation, **each** director, officer and principal stockholder of the corporation.
 - If the business is a partnership or unincorporated association, **each** partner of the partnership or member of the unincorporated association
- All *Certificate of Individual* forms must be signed before a notary.
- All *Certificate of Individual* forms must be accompanied by two clear color photos, 2" x 2", taken within 30 days of submitting the application and affixed where shown on the form. Photos must reveal front view, full face, head and shoulders. The face must not be concealed by a hat, hood, dark glasses or other apparel.
- All *Certificate of Individual forms* must be accompanied by a copy of the person's Social Security Number Card and driver's license.

Reporting Changes

You are required to notify the Director of the City of Olympia Administrative Services Department *in writing* within ten days of any change in the persons listed above. For example, a report is required if the manager responsible for day-to-day operations leaves the business or if an employee quits.

If the change involves a person who has not previously submitted a *Certificate of Individual* form, submit a *Certificate of Individual* form completed and signed by the person. For example, a *Certificate of Individual* form must be submitted if a new employee is hired or a new corporate director is named.