



ADULT BUSINESS PERFORMER LICENSE AND NON-PERFORMER LICENSE REQUEST

On September 14, 2015, the Ventura City Council passed an ordinance to update the regulation procedures for the licensing and operational standards of sexually oriented businesses and the permitting provisions for its performers and non-performers. These instructions deal specifically with the *Adult Business Performers* and *Adult Business Non-Performers* ordinance and licensing requirements (San Buenaventura Municipal Code ["SBMC"] §6.910 & §6.920). A copy of the ordinance in its entirety can be obtained by calling the Business License office at 805-658-4715 or at the City's website www.cityofventura.net.

APPLICATION INSTRUCTIONS

Attached is an application form for an Adult Business Performer License or Adult Business Non-Performer authorization to work. The Adult Business Performer requires a license, and both require a background check and, unless the applicant is paid on a W-2 basis, a business license is also needed.

Adult Business Performer SBMC §6.910.015

1. Complete and submit the attached application form.
2. Attach proof of Live Scan as required by SBMC §6.910.015.C.9.¹ The attached Live Scan form must be used.
3. Provide two 2" by 2" photographs (clear head shots) taken within six months of application date.
4. Pay the non-refundable application fee and license fee.
5. Pay for and obtain a Ventura Business License if applicable (see below).

After this application is deemed complete, a ten-day, temporary Adult Business Performer License will be issued. If the City is unable to complete a verification investigation within the ten business days, this temporary license will be extended for up to ten additional business days.

¹ See SBMC 9.610.015.C.10 for specified crimes and time lapse restrictions.

Based on the investigation, if the application is approved, a permanent combined *Adult Business Performer License* and Business License (if applicable) will be issued and mailed, or hand delivered, as addressed to the applicant's residence address.

If the findings of the investigation cause the application to be denied, notice will be provided with a statement of the reasons for the denial and appeal instructions.

Adult Business Non-Performer
SBMC §6.920.015

1. Complete and submit the attached application form.
2. Attach proof of Live Scan as required by SBMC §6.920.015.B.4.² The attached Live Scan form must be used.
3. Pay for and obtain a Ventura Business License if applicable (see below).

Within ten business days, we will notify you if your application has been "Issued" or "Denied." If the City is unable to complete the investigation within the ten business days, we will promptly notify you and may extend the time to complete the investigation to no more than 30 days after the application is found to be complete. In no case shall the investigation exceed 30 days.

Based on the investigation, if the application is "Issued", an Adult Business Non-Performer License authorization to work and Business License, if applicable, will be issued and mailed to the address provided by the applicant.

If the findings of the investigation cause your application to be "Denied," notice will be provided with a statement of the reasons for the denial and appeal instructions.

Business License Required

Anyone providing services in the City of Ventura for compensation, unless as a W-2 paid employee, is required to obtain a City of Ventura Business License (SBMC §4.155.210). If you are paid on a W-2 basis, you must provide proof of W-2 employment status.

Non-Disclosure of Confidential information

Information provided and identified on the application form as Confidential Information will NOT be disclosed under the California Public Records Act or the open government ordinance (SBMC §6.910.015.D and §6.920.015.C) ensuring that the applicant's privacy, confidentiality, or security interests are protected.

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² See SBMC §6.920.015.B.5 for specified crimes and time lapse restrictions.