

General Information

- A Sexually Oriented Business Manager means any employee of an adult cabaret, an adult arcade, an adult motel, or an adult theater, who is authorized by the licensee to exercise overall operational control of the business, to supervise employees, or to fulfill any of the functions required of a manager by the City of Phoenix Code of Ordinances.
- Please read the Sexually Oriented Business Brochure to ensure you understand the rules related to your permit. You may find a copy of the City Code for Sexually Oriented Business (Chapter 10) online at: www.codepublishing.com/az/phoenix/.
- Applicants for this permit must be at least 18 years of age.
- Application fees are not refundable even if you withdraw or are denied the application.
- The application process can take up to 60 days. You will receive a temporary permit that allows you to work as a Sexually Oriented Business Manager during those 60 days.
- The permit you are applying for is valid from the date and time of issuance until midnight of the day prior to the date of application one year later.
- This license is not transferable.
- Pursuant to Phoenix City Code Section 10-134.01 (D): No person to whom a valid, unexpired Manager's permit has been issued may perform as an adult cabaret performer at an adult cabaret at which the permittee is providing the services of a manager.

Application Process Summary

COMPLETE THE SEXUALLY ORIENTED BUSINESS MANAGER PERMIT APPLICATION FORM:

- ▶ Do not leave blanks. ▶ Do not use N/A – instead write NONE if the answer is none.
- ▶ List criminal conviction information requested on the application. (Paying fines at the court may mean you have plead guilty to a criminal offense. It is your responsibility to know your criminal record. Not listing appropriate criminal convictions may be considered falsification of your application and may result in a denial.)
- ▶ List a valid mailing address for City Notices. Include an email address for Electronic License Services Notices.

SUBMIT ADDITIONAL APPLICATION ITEMS:

Government issued ID: Refer to the Brochure for a list of acceptable ID.

Pay Application Fee: \$100. Once application is submitted, the fee is non-refundable even if application is withdrawn/denied.

Digital Picture: License Services staff will take your picture the day you submit your application.

Fingerprints: Get Fingerprinted at the Court Building (300 W. Washington, Basement, Rm B116). Take the fingerprint card provided by License Services staff to the Court.

DEPARTMENTAL REVIEW:

- License Services staff will rout your fingerprint card to DPS for a background check. Phoenix Police staff will obtain the background check from DPS (approx. 3-4 weeks) and forward results & recommendation to License Services.

APPLICATION RESULTS:

- If the application is approved, you will receive a phone call from License Services staff letting you know that the license is ready for pick up at the License Services Office. (Within 60 days after you submit your application.)
- If the application is denied, you will receive a certified letter advising of the denial. You may appeal this denial in writing & be scheduled to a License Appeal Board Hearing. For more details on this process see the Brochure.

RENEWAL:

- To renew a Sexually Oriented Business Manager Permit, a Renewal Application must be submitted to the License Services Office at least 60 days prior to the expiration of the license to avoid breaks in licensing.

***Acknowledgement - Please Initial _____ & Date _____ to acknowledge receipt of this checklist.

STAFF USE ONLY

Completed Departmental Reviews: PD _____

Account # _____



City of Phoenix

SEXUALLY ORIENTED BUSINESS
MANAGER PERMIT APPLICATION

Account # (staff use only)

Application Fee: \$100.00.

ALL APPLICATION FEES ARE NON-REFUNDABLE AND SUBJECT TO ANNUAL REVIEW.

1. Date: 2. Check One: [] New Application [] Renewal Application

3. Applicant's Full Legal Name:

4. All other names used in past 5 years
(Include any shortened names or maiden names. If none, write "NONE."):

5. Place of Birth:

6. Date of Birth: / /

7. Weight:

8. Height:

9. Hair:

10. Eyes:

11. Name, Address, and Starting Date for each Sexually Oriented Business Where You Will Work:

Form with lines for business information and a note: Add'l info on back of form

12. Applicant's Residence Address:

Street Address (include Apt./Suite #), City, State, Zip

13. Other residence addresses in past 5 years: (include dates)

Form with lines for other residence addresses

14. Mailing Address for City Notices:

Street Address (include Apt./Suite #), City, State, Zip

15. Home Phone Number: () 16. Message Number: () 17. Email Address:

18. Proof of age must be submitted with this application (driver license or other current government-issued photo ID)

Type of I.D.: I.D. Number: State: Expires:

19. Have you received a copy of the Phoenix City Code sections regulating Sexually Oriented Businesses, and reviewed the list of criminal offenses listed in P.C.C. Section 10-134(A)(7)?

[] No [] Yes (please initial)

20. Have you been convicted of, or entered a plea of guilty or "no contest" to any of the criminal offenses listed in P.C.C. Section 10-134(A)(7) within the past five years?

[] No [] Yes If yes, please explain:

21. Have you ever had an adult business, manager, or similar license denied, suspended or revoked?

[] No [] Yes If yes, please list the date, jurisdiction and reason for such action:

I swear under penalty of perjury that I have read the foregoing application and that all of the information and statements made herein are true and correct.

Applicant Signature Title (if applicable) Date

Subscribed and sworn to before me this day of 20. By

(applicant name) County State

STAFF USE ONLY

[] Approved [] Disapproved

[] No legal basis for disapproval [] Disapproved

License Services Supervisor

[] Police

Attach memo for disapproval

Date

Date

Notary Public



City of Phoenix
CITY CLERK DEPARTMENT
LICENSE SERVICES

ADDITIONAL APPLICATION INFORMATION

The following information is provided pursuant to Arizona Revised Statutes (A.R.S.) Section 9-834(H).

9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by Section 12-820.01 or 12-820.02.

A full copy of the Arizona Revised Statutes may be found on-line at: www.azleg.gov.