

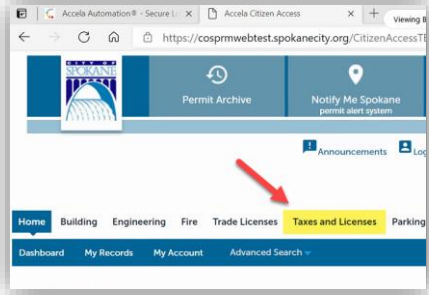
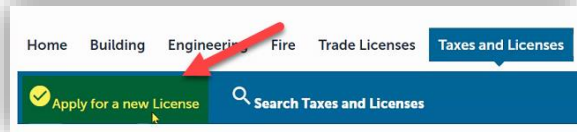
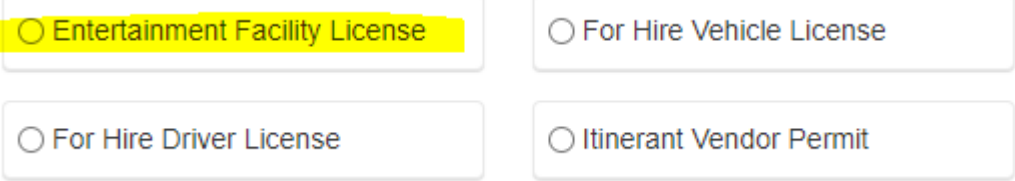
Entertainment Facility License Application Instructions

Overview

This user guide covers the process steps for submitting an application to obtain a temporary business license using the City’s automated process.

License Application

Starting Point: User has created an account (user name and password) in ACA and is logged in. [Accela Citizen Access \(spokanepermits.org\)](https://spokanepermits.org)

#	Step	Screenshots	Notes
1	From the Users ACA home page, select the “Taxes and Licenses” tab.		
2	Select the “Apply for new License” link		
3	Read and accept the “Online Application” disclaimer.		
4	Select the “Continue Application” button		
5	Select the Entertainment Facility License” option		
6	Select “Continue Application”		

7 Please read and initial "Hold Harmless Agreement" then select Continue Application

Step 1: Address & Applicant(s) > Disclaimer

The applicant understands the granting of this license hereon applied for does not constitute an authorization to conduct a business at any location or in any manner that is in violation of any City Ordinance. Licensee agrees to comply with all City Ordinances (E.G. Building Codes, Zoning Codes, Fire Codes, etc.)
HOLD HARMLESS AGREEMENT 10.23A.090

All persons applying for and holding permits / licenses issued under this chapter shall agree to the following as a condition of the permit / license: Indemnification.

The licensee shall indemnify and hold the City of Spokane harmless from any and all losses, claims, actions or damages suffered by any person or persons by reason of or resulting from any negligence of the licensee or its agents, employees, or patrons or on account of any act or omission of the licensee in its exercise of its license or use or occupancy of any premises in connection with such license. In the event any suit or action is brought against the City, the licensee shall upon notice of commencement thereof, defend the same at no cost and expense to the City, and promptly satisfy any final judgment adverse to the City or to the City and the licensee.

I certify under penalty of perjury the information above is correct and complete to the best of my knowledge and belief, and the owners are of legal age to obtain this license.

* indicates a required field.

I Acknowledge the Above

DISCLAIMER

Initials:

8 Fill out fields accordingly.

Step 1: Address & Applicant(s) > Application Information


Custom Fields


STANDARD

* Business Name:

* Business Phone Number:

* UBI Number:


* Start Date: 

* Description of Type of Entertainment: 

spell check

9 Select "Continue Application"

Continue Application

<p>10</p>	<p>Fill out Business Location and select Search button. Click "Select from Account" for mailing address.</p>	<p>Entertainment Facility License</p> <p>1 Address & Applicant(s) 2 Review 3 Pay</p> <p><i>Step 1: Address & Applicant(s) > Contact Information</i></p> <p>Physical Location of Business</p> <p>* Street No.: <input type="text"/> Direction: --Select-- ▾ * Street Name: <input type="text"/> Street Type: --Select-- ▾</p> <p>* City: <input type="text"/> * State: --Select-- ▾ * Zip: <input type="text"/></p> <p>Search Clear</p> <p>Mailing Address</p> <p>To edit your contact information, use the My Account link at the top of this page to access your contacts. You will have to restart th</p> <p>Select from Account Add New</p>															
<p>11</p>	<p>Fill out Owner/Officer/Partner(s) Then Continue Application</p>	<p>Owner/Officer/Partner(s)</p> <p>To edit your contact information, use the My Account link at the top of this page to access your contacts. You will have to restart the application process once you ar</p> <p>Required Contact Type Minimum  Owner/Officer/Partner ENF 1</p> <p>Select from Account Add New</p> <p>Showing 0-0 of 0</p> <table border="1"> <thead> <tr> <th>Full Name</th> <th>Business Name</th> <th>Contact Type</th> <th>Work Phone</th> <th>Fax</th> <th>E-mail</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="7">No records found.</td> </tr> </tbody> </table>	Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action	No records found.							<p>Date of Birth is required . If more than one governing person, you must "Add New"</p>
Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action											
No records found.																	
<p>12</p>	<p>Review Application & Continue</p>																

13 "Pay Fees" then Check Out

Step 3: Pay Fees

Listed below are fees based upon the information you've entered. If you need to correct any information click on the step above to go back and edit.

Application Fees

Fees	Qty.	Amount
Entertainment Facility License	1	\$100.00

14 Enter Credit Card Payment

Amount to be charged: \$100.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

[Submit Payment >](#)