

Santa Clara County Planning Office Administrative Permit Application

Bingo License

Instructions to the Applicant

Attached are application forms for a bingo license. These forms, together with a Master Land Development Permit Application, must be completed and all requirements must be met before your request will be set for a public hearing, if necessary, and issued. Be sure to read county ordinances and amendments regarding bingo to clearly understand your obligations in conducting these activities in unincorporated Santa Clara County.

Once your application has been reviewed by the appropriate agencies and has been deemed complete, it may be set for a public hearing before the Secretary of the Planning Commission. If a hearing is to take place, at the discretion of the Secretary, you will be notified of the time and place of the hearing. If no hearing is to take place your permit or a letter denying the permit will be mailed to you.

The application is to be submitted to the Planning Office at 70 W. Hedding St., 7th Floor, East Wing, San Jose, CA 95110, (408) 299-5770. The submittal shall include the following:

1. Completed Master Land Development Permit Application.
2. Completed Bingo License Application form.
3. Form A: List of Officers (as per Item #1 of the application form).
4. Form B: Sheriff's Approval of Security Personnel.
5. Form C: Authorization to Inspect Financial Records.
6. Form D: Persons Responsible for Operation of Bingo Game.
7. Assessor's parcel map for the subject parcel.
8. Exemption letter or Articles/charter & Bylaws as per Item #7 of the application. a considerable amount of time is usually required to

obtain necessary papers from the Franchise Tax Board at 250 south Second St., San Jose, CA. Therefore, you should make contact with

them as soon as possible. If you find that you are exempt from this requirement, please indicate the reason on the application. Note that Mobilehome Associations and Senior Citizen Associations do not require an exemption document.

10. Application fees as established by the Board of Supervisors.

Note: State law prohibits the issuance of a bingo license if the sponsoring organization only uses the proposed premises for the conduct of bingo games.