



DTSP Nightclubs

Planning Division



The Downtown Specific Plan (DTSP) identified the Historic Old Town as an entertainment district. Nightclubs are principally permitted in Historic Old Town south of Main Street and administratively permitted north of Main Street and within the Vernon Street District. A Zoning Clearance (ZC) may be issued for principally permitted nightclubs, whereas an Administrative Permit (AP) is required for an administratively permitted nightclub. Provisions for nightclubs are included in Chapter 7.4 of the Downtown Code.

Application Process

If the Nightclub is proposed in an area that is principally permitted, a Zoning Clearance (ZC) can be issued. The ZC review takes up to 10 days. Administratively permitted locations require an Administrative Permit (AP) which can take 3-4 weeks for review and a public notice.

Step 1 - Infill Meeting: Contact the Planning Division (916) 774-5276 to schedule an Infill Meeting (no cost).

Step 2 - Plan Generation: The applicant prepares building improvement plans to address any comments from the Infill Meeting and to identify any building modifications.

Step 3 – ZC/AP and Building Permit Applications:

The applicant submits the ZC or AP application and all required submittal information to the Planning Division. The applicant may also concurrently submit a Building Permit application. If the nightclub will be located in a new building or exterior improvements are proposed to an existing building, the applicant shall concurrently submit for a Minor Design Review Permit (MDRP).

Step 4 – City Review: The application and plans will be reviewed by the Planning Division for conformance to the Infill Letter comments. If all comments have not been addressed, then the applicant will be required to revise the plans and resubmit. This will be the case until all revisions have been addressed.

An AP application requires a public notice prior to approval. Following the public notice, the Planning Manager may waive the requirement for a public hearing if one is not requested. A public hearing can take up to three months for the application to be reviewed by the Planning Commission.



Step 5 – ZC or AP Issuance: The Planning Division will issue the ZC or AP if the proposed nightclub complies with City requirements and has addressed any concerns raised during review or the public hearing.

Step 6 – Secure Building Permit: Secure building permit from the Building Division.

Step 7 – Entertainment Permit: Prior to the start of business, the applicant must also obtain an Entertainment Permit from the Roseville Police Department (RPD).



Submittal Requirements

For a Zoning Clearance (ZC):

1. ZC Application Form
2. ZC Application Fee
3. Two (2) copies of a Site Plan - showing building location in relationship to the public right-of-way and adjacent buildings. Also indicate any exterior gathering areas or queuing areas.
4. Two (2) copies of a Floor Plan – showing the interior layout of the nightclub.
5. Two (2) copies of the Operation Plan – to address hours of operation, security measures, entertainment, and all requirements listed in Chapter 7.4 of the Downtown Code.
6. If applicable, Parking In-Lieu Fee

For an Administrative Permit:

1. Universal Application Form signed by the property owner and applicant
2. AP Application Fee
3. Eight (8) copies of a Site Plan - showing building location in relationship to the public right-of-way and adjacent buildings. Also indicate any exterior gathering areas or queuing areas.
4. Eight (8) copies of a Floor Plan – showing the interior layout of the nightclub.
5. Eight (8) copies of the Operation Plan – to address hours of operation, security measures, entertainment, and all requirements listed in Chapter 7.4 of the Downtown Code.
6. If applicable, Parking In-Lieu Fee

For a Building Permit:

Please contact the Building Division for Building Permit submittal information (916) 774-5332.

For an Entertainment Permit:

Please contact the Roseville Police Department for the Entertainment Permit submittal information (916) 774-5000.

For an Alcohol & Beverage Control (ABC) license:

The sale and service of alcohol requires a permit from the ABC. For more information, contact the ABC at (916) 227-2002.



Contact Information

Planning Division
311 Vernon Street
Roseville, CA 95678
916-774-5276
www.roseville.ca.us

