



THE CITY OF DAYTONA BEACH
PERMIT AND LICENSING DIVISION
Post Office Box 311, Daytona Beach, FL 32115-0311

**ALCOHOLIC BEVERAGES
EXTENDED HOURS PERMIT
ACKNOWLEDGMENT OF
REQUIREMENTS**

Name of Business: _____

Name of Applicant/Operator: _____

Phone No.: _____ Email: _____

Location of Proposed Extended Hours: _____

Type of Business: _____

Applicant acknowledges the following requirements established in the City of Daytona Beach Code of Ordinances, Sec.10-3, Hours of sale and consumption:

1. An establishment dealing in alcoholic beverages may remain open for business for the purposes of selling, offering for sale, delivering, serving or permitting consumption of alcoholic beverages after midnight only pursuant to an extended hours permit issued in accordance with subsection 10-3, Daytona Beach Code of Ordinances. An extended hours permit authorizes the establishment to remain open until 2:00 a.m.; or until 3:00 a.m., on certain days as provided in paragraph (4)g of subsection 10-3, Daytona Beach Code of Ordinances.
2. If an extended hours permit is issued, the permit must be renewed annually by October 1. If the establishment fails to renew the extended hours permit, the establishment shall lose all extended hours privileges immediately upon expiration of the permit.
3. Permit holders are required to amend their extended hours permit application within 30 days of any changes in the information provided in the extended hours permit application. If there is a change in ownership or a change in location of the establishment, the city must be notified immediately, and a new application must be processed.
4. The extended hours permit is subject to each of the following conditions:
 - a. Permit posting. The permit holder shall post and maintain the permit within the establishment in a place where it may be seen at all times.
 - b. Security cameras. The permit holder shall install and maintain a security camera to record all entrance and exit points (excluding emergency exits) used by patrons of the establishment. Security camera recordings shall be retained by the establishment for minimum of 45 days from the date of recording, and shall be made available to the city within three business days of a written request.
 - c. Security. The permit holder shall maintain on and outside the premises adequate private security or at least one outside duty police officer during the extended

hours of operation and until all patrons have left the premises, to assure the lawful and orderly conduct of patrons as they arrive at the establishment, during the extended hours of operation, and as they depart.

- d. Intrusive exterior lighting. The permit holder shall prevent intrusive exterior lighting on neighboring residential properties emanating from the establishment during the extended hours of operation.
- e. Compliance with local, state, or federal law. The permit holder shall fully comply with all local, state, and federal laws with regard to the establishment, including but not limited to, laws relating to the maximum permissible occupancy of the establishment.
- f. Closing requirements. Upon closing, the permit holder shall:
 - i. No sales at the establishment.
 - ii. Turn off all lighted signage on the exterior of the premises. However, any exterior lighting used to illuminate common areas such as walkways, parking lots, sidewalks, or areas of customer ingress and egress may remain lit.
 - iii. Require that all persons, other than employees or agents of the permit holder, leave the establishment.
 - iv. Prohibit customers or members of the public from entering the establishment until 7:00 a.m. the next business day.
- g. Later hours of operation on certain days. The holder of an extended hours permit may remain open until 3:00 a.m. the following day for:
 - 1. New Year's Eve
 - 2. July 4th
 - 3. Labor Day
 - 4. Any day of a declared major event period as described in the Land Development Code

Applicant acknowledges that Applicant is required to comply in all respects with the requirements of all local, state, and federal laws, including the Daytona Beach Land Development Code and Daytona Beach Code of Ordinances, as they may be amended and take effect from time to time.

Applicant acknowledges and understands that an Extended Hours Permit must be renewed annually by October 1.

Applicant Signature:		DATE:
Print Name:		