

Online Application Submission Process

Alcohol and Dancing Requests



Applications to the Department of City Planning (City Planning) for stand-alone alcohol and dancing requests can now be prepared online and submitted from virtually anywhere. Here is what you need to know about the steps in the submission process.

Submission Instructions

Step 1: Prepare the application online

Use the [Simpligov online application workbench](#) to prepare the application and upload the necessary documents. Once saved, the application will be ready to sign and notarize. Take note of the **Simpligov ID** provided after the final save. You will need it in the next step. The Department's [main application instructions are available online](#).

Step 2: Schedule an application filing appointment

Once an application has been saved in Simpligov, schedule an application filing appointment with City Planning's Beverage and Entertainment Streamlining (BEST) unit in [BuildLA](#).

After logging in with your Angeleno Account, select the link for "Schedule Appointments" and enter this information:

1. Select Agency/Department: "City Planning"
2. Select Service: "Application Filing for Alcoholic Beverages and Dancing"
3. Select Office: "DCP - Beverage & Entertainment Streamlining (BEST)"
4. Fill in the "**Reason for the Appointment**" section on the next page. Include the **Simpligov ID** given to you when you saved the application in Simpligov.
5. Select a date and time from the appointment calendar, and submit the appointment request.

Before the appointment day, City Planning will email a virtual appointment meeting link to applicants who give a **Simpligov ID** to City Planning when the application filing appointment is scheduled.

Step 3: Submit the application on the day of your appointment

On the appointment day, the applicant will meet virtually with a City Planning representative to review the application material. City Planning will issue an invoice and generate a case number if the application is submitted.

Once the application is submitted, it will be distributed to the appropriate processing unit for assignment to a planner who will review the application for completeness and serve as the main point-of-contact after the case is filed.

Following the virtual application submission, certain physical materials must also be mailed in or dropped off altogether to City Planning's BESt unit, including:

1. A wet-signed, notarized application form
2. Hard copies of application documents to be distributed to the following agencies serving the area in which the project is located:
 - The Los Angeles Police Department
 - The Certified Neighborhood Council
 - The City Council District Office
3. Adequate postage (usually equivalent to 4 standard postage stamps) for the mailing of the Neighborhood Council duplicate application package.

Questions?

Meetings and appointments are available on [BuildLA](#)¹

Monday, Tuesday, Thursday, Friday
8:00 AM to 4:00 PM

Wednesday
1:00 PM to 4:00 PM

Email
Planning.BESt@lacity.org

Web

<https://planning.lacity.gov/project-review/alcohol-sales>

Phone

(213) 202-5456

Office

201 North Figueroa St., Suite 525,
Los Angeles, CA 9001

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<https://appointments.lacity.org/apptsys/Public/Account>