



Bingo Checklist

Police Department – Investigations

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Bingo Permit Checklist

Bingo requires an annual permit. (December 1st to December 1st) per Covina municipal code 5.50.010 only charitable organizations may host bingo. Bingo may only be hosted one time per week. Bingo is not permitted between 12:00 midnight and 10:00 am.

A completed city of Covina application must be submitted with the following documents. If all the documents are not submitted, a permit cannot be issued.

- Check payable to the *City of Covina* for \$50
- Proof of non-profit organization
- Copy of current City of Covina business license
- Entity status letter from Franchise Tax Board- must be dated same year as application
- Proof of bank account exclusively for bingo (bank statements)
- Photocopy of California Driver's License or California Identification Card for each Bingo Manager
- Evidence showing ownership of all bingo equipment
- Layout of building/room where bingo is to be conducted, including room set up, exits, and equipment placement.