

Which business activities require a Police Permit?

For a list of Police regulated business activities, visit our website at:

<http://www.sandiego.gov/treasurer/taxesfees/pdpermits/requirements>

Where do I apply for a Police Regulatory Business Permit?

With the exception of *Alarm Permits, City of San Diego Police Regulated Permit Application process is administered by the Office of the City Treasurer located at Civic Center Plaza, 1200 Third Avenue, Suite 100, San Diego, CA 92101; hours of operation 8:00 a.m. to 5:00 p.m.

*Alarm Permits continue to be administered by the San Diego Police Department. Click on the following link for Alarm Permit (Public Safety, Fire Rescue) related information: <http://www.sandiego.gov/police/forms/permits>

Why is Police Regulatory Business Permit data being submitted to the Office of the City Treasurer?

The consolidation of Business Tax collection and the police business permitting registration process provides a one-stop-shop for San Diego business owners. Although the police permitting application process will be administered by the Office of the City Treasurer, enforcement of police regulated business permits will continue to be performed by the Police Department (PD).

Under the new process, business owners only need to visit the Office of the City Treasurer to complete the application and PD Permit application process. This consolidation of processes, has created the following efficiencies:

- A one-stop-shop for Business Tax Certificate/Police Permit applicants
- Streamlined application process which eliminates collection of duplicate data
- Alignment of expiration dates for Police Permits and Business Tax Certificates
- Consolidation of Business Tax and Police Permit billing statements
- Additional payment options for Police Permit customers
- Online renewal of Police Permits for certain industries
- Allows police officers to focus on regulatory functions and public safety

Which permit types will be allowed to renew online?

New Applicants - New applicants are not permitted to register online. New applicants must register in person at Civic Center Plaza, 1200 Third Avenue, Suite #100, San Diego, CA 92101.

Renewal Applicants - If your industry does not have a Photo ID requirement, you may renew your permit online. However, in many cases, you must submit Required Industry Documentation prior to obtaining authorization to renew online. For a list of permits which are renewable online and a list of required documents, please contact us at (619) 615-1500 or visit our website at:

<http://www.sandiego.gov/treasurer/taxesfees/pdpermits/requirements> and click on the corresponding renewal packet for additional information.

Does every Police Permit require a Business Tax Certificate (BTC)?

In general, most police permit applicants are required to obtain a BTC, as well. W-2 Employees & Non-Profit/Tax Exempt Organizations do not require a BTC.

If you do not qualify under one of the above exceptions, but you believe you may be exempt from the BTC requirement, contact us at (619) 615-1500 to discuss your specific situation.

What if I received a renewal statement and my business is no longer active?

All cancellation requests must be made in writing. You may submit your cancellation request via email at btax@sandiego.gov. If you currently hold a Police Permit & BTC, please specify whether you would like to cancel the permit only or both. If you have questions regarding your specific situation, you may contact us at (619) 615-1500.

I believe I am liable for permit fees for the past several years. What kind of interest and penalties am I liable for?

New applicants are not assessed previous year PD regulatory permit fees but may be liable for prior year business taxes, Business Improvement District assessments, and related penalties.

Do Pawnshops and Second Hand Dealers still need to obtain a State of California Department of Justice (DOJ) License?

Yes, the DOJ license is a bi-annual requirement. Instructions for filing are located within the new Second Hand Dealer application packet and may be accessed at:

<http://www.sandiego.gov/treasurer/taxesfees/pdpermits/requirements>

How soon will my new/renewal Police Permit/Photo ID card be issued?

Per San Diego Municipal Code §33.0303, The Police Department has 30 calendar days to investigate an applicant. The 30 day clock does not begin until the applicant submits a complete permit application.

I have lost my PD Photo ID Card. How do I obtain a replacement?

Photo ID replacements must be requested in person by the original cardholder at Civic Center Plaza, 1200 Third Avenue, Suite 100, San Diego, CA 92101. A \$15.00 Photo ID fee will be assessed for each replacement card issued.

Note: A background check will need to be performed prior to reissuance of the replacement ID card. If you have questions, you may contact us at (619) 615-1500.

For permits which require a completed Live Scan at time of “New” application, which Live Scan locations are accepted?

A complete list of accepted Live Scan locations may be accessed at: <https://www.sandiego.gov/treasurer/taxesfees/pdpermits/requirements> - Click on any of the new application packets for industries with the Photo ID requirement. The last page will include the most up-to-date list of current accepted locations.

My permit has been denied. What are my options?

If your permit has been denied, you may request an administrative review by mail. Please send your written request and supporting documentation to:

San Diego Police Department
Attn: Administrative Hearing Administrator
1401 Broadway Street, MS #735
San Diego, CA 92101

If my permit was denied, do I qualify for a refund?

If your permit application was denied, you may request a refund of the permit Regulatory fee. You may submit your refund request via email at btax@sandiego.gov.