SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250

AUTO DISMANTLER

ALL NEW APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE POLICE PERMITS & LICENSING OFFICE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

San Diego Municipal Code, Section 33.0101(c) states you must have a valid police permit to operate a business designated as police regulated. You are responsible for being familiar with and complying with the rules and regulations related to Auto Dismantlers. Copies of the Auto Dismantler Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Telephone # (619) 533-4000 or via the City's website: www.sannet.gov (Department, City Clerk, Documents, Municipal Code) SDMC Chapter 3, Article 3, Division 9 and Divisions 1-5.

In order to apply, please submit a Police Permit Application (**one for each officer/partner/owner**), Business Addendum and a **COPY** of the following items:

- **BUSINESS TAX CERTIFICATE**
  San Diego City Treasurer's Office
  1200 Third Avenue (1st Floor)
  San Diego, CA 92101 Telephone # (619) 615-1500 or www.sannet.gov/treasurer/.

- A copy of the **ARTICLES OF INCORPORATION** from the State of California must be submitted if a corporation is applying.

- **DISMANTLER'S LICENSE** - From the Department of Motor Vehicles 1- (800) 777-0133.

- **PERMIT FEE** – Cash, cashier's check or money order (payable to **City Treasurer**) for an annual Regulatory Fee of **$438.00** must be submitted along with your application.

- No **OUT OF STATE CHECKS** will be accepted.

- A criminal records check will be made on each applicant.

- There is a 30-day investigation period that starts at the time your completed application is submitted.