SAN DIEGO POLICE DEPARTMENT
PERMITS AND LICENSING

1400 'E' Street M.S. 735
San Diego, CA 92101

FIREARMS DEALER PERMIT RENEWAL CHECK LIST

San Diego Municipal Code, section 33.0101(c) states you must have a valid police permit to operate a business designated as police regulated. **Applications must be submitted to the Police Permits and Licensing Unit.** You are responsible for being familiar with and complying with the rules and regulations related regulation of Fire Arms Dealers. Copies of the Firearms Dealers Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 'C' Street, 2nd Floor, Phone (619) 533-4000 or via the City's website: www.sannet.gov/ SDMC Chapter 3, Article 3, Division 42 and Divisions 1-5.

In order to renew the local regulatory permit for retail sales of firearms please submit the following items:

- **Completed Applications:** FIREARMS DEALER APPLICATION NEW-RENEWAL and, FIREARMS DEALER ADDITIONAL EMPLOYEES (as required.)
- **Permit Fee - Check, cashier's** check or money order for an annual Regulatory Fee of $1,755.00 must be submitted along with your application. This fee will be deposited upon approval. (Please make check, cashier's check or money order payable to **CITY TREASURER**.)
- Copy of valid Business Tax Certificate (619) 615-1500.
- Copy of valid State Certificate of Eligibility for the FFL licensee (916) 227-2334.
- Copy of valid Federal Firearms License (619) 446-0740.
- Copy of valid California Department of Justice Centralized List
- Copies of any special permits issued by the Department of Justice (916) 227-3694.
- Copy of valid State Secondhand Dealers/Pawnbroker License. A secondhand/pawnbroker dealers license is required if you buy, sell, trade, or consign any secondhand guns.
    - The California Department of Justice will not accept renewals sent directly to them from the applicant. DOJ Second hand renewal applications must be sent to Permits and Licensing with a check for all applicable fees made out to CA DOJ. Allow six to eight weeks for Second Hand Dealers/Pawnbroker renewals to be processed by the state. Call (619) 531-2437.
- Copy of **current** Articles of Incorporation and Amendments.
- Copy of your **current** lease/rental agreement from your landlord or property title.
- Applications must be submitted **30 days prior** to expiration of your current permit

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NOTE: In accordance with 26915 of the California Penal Code, each employee who handles, delivers, sells, shows or displays firearms is required to have a Certificate of Eligibility (COE) issued by the California Department of Justice.

Regulatory fee (employees): Immediately upon being hired, new employees shall complete a "EMPLOYEE APPLICATION" and send this form along with a copy of the employees COE or completed COE application and Live-scan forms with the application and a one-time regulatory fee of $45 made out to "City Treasurer." This is a one-time fee. Employers must submit copies of their employees COE's as soon as they have been received from the DOJ.

- **No OUT OF STATE CHECKS** will be accepted.
- A criminal record check will be made on each employee.
- There is a 30-day investigation period that starts at the time your application is submitted.
- Contact firearmsdealers@pd.sandiego.gov if you have any questions.