SAN DIEGO POLICE DEPARTMENT
PERMITS AND LICENSING
1400 'E' Street M.S. 735
San Diego, CA 92101

FIREARMS EMPLOYEE NEW PERMIT 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.

Immediately after being employed a firearms dealer, persons who sell, deliver, or otherwise transfer any firearm within the City of San Diego must apply for the local regulatory permit for retail sales of firearms; please submit the following items:

- **Completed Application:** POLICE PERMIT APPLICATION
- **Permit Fee -** check, cashier's check or money order for a one-time Regulatory Fee of $45.00 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**.)
- No OUT OF STATE CHECKS will be accepted.
- A valid copy of the applicant's Certificate of Eligibility issued by the California Department of Justice (916) 227-2334.
    - If you have applied for your Certificate of Eligibility and have not yet received it, include a copy of your completed COE application and Live-scan form(s) with your POLICE PERMIT APPLICATION.
    - Firearms Employees must submit a copy of their Certificate of Eligibility to Permits and Licensing at the above address as soon it has been received from the California Department of Justice.
- 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.
- This is a one-time permit, it is not necessary to renew this permit
- Employees who change employers to work for different firearms dealer within the City of San Diego must notify Permits and Licensing in writing. Failure to notify Permits and Licensing may result in having to go through the entire application process again.

For questions please Email: mailto:firealarmsdealers@pd.sandiego.gov

Rev 8/30/12 sdn