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

GOING OUT OF BUSINESS SALE (CLOSING-OUT SALE)

No person shall advertise or conduct a closing-out sale, or sell or offer for sale any goods, wares or merchandise at a sale represented to be a closing-out sale, without first obtaining a license to conduct such closing-out sale from the Chief of Police. 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. Incomplete applications will not be accepted.**

You are responsible for being familiar with and complying with the rules and regulations related to Close-Out Sales. Copies of the Closing-out Sales 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: SDMC Chapter 3, Article 3, Division 10.

Definition:

The term "closing-out sale" shall mean any offer to sell to the public, or sale to the public, of goods, wares or merchandise upon the implied or expressed representation that such sale is in anticipation of ceasing, discontinuance, or termination of a business, or that such sale is other than in the ordinary course of business. Without limiting the generality of the above, a closing-out sale shall include any sale advertised or represented, either specifically or in substance, to be:

Adjustor's Sale	Insolvent Sale	Quitting Business Sale
Administrator's Sale	Inventory Liquidation Sale	Receiver's Sale
Bankrupt Sale	Inventory Close-Out Sale	Selling Out Sale
Creditor's Sale	Inventory Disposal	Stock Disposal Sale
Close-Out Sale	Last Days Sale	Stock Sell Out
Executor's Sale	Lease Expires Sale	Stock Liquidation Sale
End of Business Sale	Liquidation Sale	Termination Sale
Final Sale	Lost Lease Sale	Wind-Up Sale
Forced Out of Business Sale	Must Vacate Sale	**

- Or, any other term tending to convey to the public that upon the disposal of the stocks of goods on hand, the business will cease and be discontinued.

Application of License

The person conducting the closing-out sale, at least 10-days prior to the sale start date, must submit an application for a license. Said application for license shall be in writing, signed and verified under oath, by the person who intends to conduct such sale, and each application must contain the following information:

1. Description and street location of the place at which such sale is to be held;

2. The nature of the occupancy, whether by ownership or lease or sublease, and if by lease or sublease, the effective date of termination of such tenancy;

3. The means to be employed in publishing such sale, together with the proposed contents of such advertising;

4. The facts in regard to the insolvency, bankruptcy, assignment, receivership or other cause for the dissolution of the business; and,

5. An inventory or statement setting forth the quantity and description of all goods, wares and merchandise to be sold at such sale. All goods, wares and merchandise listed in the inventory or statement shall be so described in detail by lot, number, brand name and other additional detail so that the identity of such goods with the

inventory listing may be readily determined. All consignment goods listed upon the inventory or statement shall be so designated. No consignment goods may be included in the sale unless said consigned goods have been in the applicant's possession for at least 30 days prior to the filing of the application as required by this section. **Please provide the following when submitting your application:**

- A completed Going Out of Business Sale (**Closing Out Sale Permit Application**) (Permit valid for **60 days**).

- A copy of your current **Business Tax Certificate.** Permit applicant must be the owner of record of the business for a period of at least 3 months (SDMC 33.1006.4).

- **Permit Fee -** Cash, check, cashier's check or money order for a non-refundable permit fee of **$69.00** (Make checks payable to the City Treasurer).

- **Inventory** – An inventory or statement listing of all goods, wares and merchandise listed in detail by lot, number, brand name and other additional detail so that the identity of such goods with the inventory listing may be readily determined.

- **Advertisement** – A description of the means to be employed in publishing the sale, together with a copy of the proposed contents of such advertising.

Renewal:

- **Renewal Fee - $69.00** will be charged for **an additional 30-day extension**. The Chief of Police may, upon a verified application, renew the license for a period not to exceed 30 days, upon the payment of the renewal fee. Such verified petition for a renewal must include a listing of goods, wares or merchandise remaining in stock from the original inventory.

Contact goingoutofbusiness@pd.sandiego.gov if you have any questions.