SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING

1400 'E' STREET, MS-735, SAN DIEGO, CA 92101

(619) 531-2250

SECONDHAND DEALER/*NON-TANGIBLE* PROPERTY PERMIT APPLICATION

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 Secondhand Dealers. Copies of the Secondhand Dealer Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Ph. # (619) 533-4000 or via the City's website: www.sannet.gov/(Department, City Clerk, Documents, Municipal Code) SDMC Chapter 3, Article 3, Division 11 and Divisions 1-5.

ALL NEW APPLICATIONS MUST BE SUBMITTED IN PERSON.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

The granting of a police permit does not relieve the applicant from obtaining all appropriate approvals required by the City of San Diego, or state or federal law. The granting of a permit does not relieve a permittee from the permittee's obligation to comply with all applicable local, state, and federal laws, including those related to building, zoning, and fire, and other public safety regulations. The granting of a police permit does not vest any development rights in the property or business (SDMC 33.0309). In order to legally operate your business and to establish that your business location is suitable, it is suggested that you first obtain the following:

- **ZONING APPROVAL** can be obtained from the City of San Diego Development Services, 1222 First Avenue (3rd Floor), San Diego, CA 92101 - Phone (619) 446-5000.

PLEASE PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE POLICE PERMIT:

- **POLICE PERMIT APPLICATION and BUSINESS ADDENDUM** - Each corporate officer or partner is deemed an applicant and must provide an application. An applicant who is a corporation or partnership shall designate one of its officers or general partners to act as its responsible managing officer. The responsible managing officer may complete, sign and submit all applications on behalf of the corporate officers and partners. A criminal records check will be made on each applicant. A 30-day investigation period begins at the time the complete application is submitted.

- **PERMIT FEE** - Cash, check, cashier's check or money order for an annual regulatory fee of **$162.00** must be submitted along with your application payable to **CITY TREASURER**. This fee will be deposited upon approval.

- **BUSINESS TAX CERTIFICATE** can be obtained from the San Diego City Treasurer's Office, 1200 Third Avenue (1st Floor), San Diego, CA 92101 - Phone (619) 615-1500.

- **IDENTIFICATION** - Valid **government** issued picture identification card (driver's license or military ID).

- **Copy of current Registered Fictitious Business Name - Recorder/County Clerk**
  1600 Pacific Highway, Rm 260 (619) 237-0502

- **Lease** - A copy of your lease or rental **agreement** and amendments for the property where the business is to be conducted.

- **Limited Partnership** - A copy of the limited partnership's certificate as filed with the County Clerk (if applicable).

- A copy of the **Articles of Incorporation** from the State of California must be submitted if a corporation is applying.

- Contact secondhand@pd.sandiego.gov if you have any questions.