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

SECONDHAND DEALER - TANGIBLE PROPERTY

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.

PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE ABOVE MENTIONED POLICE PERMIT

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

- **POLICE PERMIT APPLICATION and BUSINESS ADDENDUM** - Each corporate officer, partner, and/or the person responsible for the day to day operations of the business is deemed an applicant and must provide an application. An applicant who is a corporation or partnership shall designate of its officers or general partners to act as its Responsible Managing Officer (RMO). On behalf of the corporate officers and partners, the RMO may complete, sign and submit the Business Addendum. A criminal records check will be made on each applicant. A thirty (30) calendar-day investigation period begins at the time the complete application is submitted. Applications must be submitted in person and may be submitted by the RMO.
- **STATEMENT OF UNDERSTANDING**: Please read sign and date.
- **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.
- **LEASE/RENTAL AGREEMENT or PROOF OF OWNERSHIP** - A current copy of your lease/rental agreement and amendments for the property where the business is to be conducted or proof of ownership.
- **LIMITED PARTNERSHIP (IF APPLICABLE)** - A copy of the limited partnership's certificate filed with the County Clerk.
- **ARTICLES OF INCORPORATION (IF APPLICABLE)** - A current copy and amendments of the State of California Articles of Incorporation must be submitted if a corporation is applying.
- **STATE OF CALIFORNIA APPLICATION FOR SECONDHAND DEALER** – A completed State of California Application for Secondhand Dealer must be submitted along with a separate business check, money order or cashier's check in the amount of $195.00, made payable to the Department of Justice (see attached).
- **Copy of current Registered Fictitious Business Name - Recorder/County Clerk**
  1600 Pacific Highway, Rm 260 (619) 237-0502
- **LIVE SCAN FINGERPRINTS** are **required** for all new applicants. Fill out the attached "Request for Live Scan Service" form (DOJ version) and bring it with you to the Live Scan agency. (See attached list of locations.) **The completed "Request for Live Scan Service" form is valid for only thirty (30) from the date your fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints.**
- **IDENTIFICATION** - A current U.S. government issued photo identification card (i.e. Driver's License or Military I.D.) is required.
- **PERMIT FEE – $315.00** Cash, checks, money orders or cashier's checks payable to "City Treasurer" will be accepted for payment. No third party or out of state checks will be accepted.

NOTE: The granting of a police permit does not relieve the applicant from obtaining all appropriate approvals required by the City of San Diego, 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, 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 **strongly recommended** that you first obtain the following: **ZONING APPROVAL** –San Diego Development Services, 1222 First Avenue, 3rd Floor, San Diego, CA 92101, Ph No.: (619) 446-5000.