



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING



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.

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.](#)

New applications may be submitted in person at the Office of the City Treasurer located at:
1200 Third Avenue, Suite 100, San Diego, CA 92101

Mailing Address: [SDPD Permits, P.O. Box 122289, San Diego, CA 92112-2289](#)

For questions, contact the Business Tax Program at (619) 615-1500.

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**).
- **Copy of 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 **\$20.00** (Make checks payable to the **City Treasurer**).

In addition to the annual PD Regulatory fee, all permits are assessed a non-refundable *Application Fee. The application fee consists of a \$15 investigative fee (background review) for one Owner/Officer and a \$44 application fee for new permits. Each Owner/Officer applicant will be assessed \$15.00 investigative fee per background review.

\$25.00 – Regulatory Permit Fee / Going Out of Business

\$59.00 - *Application Fee

\$84.00 – Total

- **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** - **\$25.00** 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.



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



**GOING OUT OF BUSINESS
 (CLOSING OUT SALE)**

PLEASE COMPLETE ALL SECTIONS
 (TYPE OR PRINT LEGIBLY)

Sale Location: _____

Date "Closing Out Sale" to begin: _____

Sole Owner Partnership Corporation LLC

Business Name: _____ **D.B.A.** _____

Business Address: _____ **City & Zip:** _____

Mailing Address: _____ **City & Zip:** _____

Phone: _____ **Business Tax Certificate #** _____

Owner's Name: _____ **Owner's Residence Address:** _____

LIST ALL FICTITIOUS NAMES THE BUSINESS WILL OPERATE OR ADVERTISE UNDER:

	FICTITIOUS NAME	PHONE #
1		
2		

DESCRIBE HOW SALE IS TO BE ADVERTISED AND ATTACH OUTLINE OF ADVERTISING COPY TO BE USED e.g., papers/radio/TV-stations:

APPLICANT'S PREMISES ARE OWNED LEASED/RENTED

DATE OR TERMINATION OF LEASE OR RENTAL: _____

IF RENTED OR LEASED, PLEASE PROVIDE THE NAME AND ADDRESS OF THE PROPERTY OWNER(S):

PROPERTY OWNER'S NAME	PROPERTY OWNER'S ADDRESS

IF APPLICANT IS A CORPORATION:

NAME OF CORPORATION AS SHOWN IN ARTICLES OF INCORPORATION OR CHARTER	DATE OF INCORPORATION	STATE OF INCORPORATION

FOR OFFICE USE ONLY

DATE FILED:	PERMIT #:	
RECEIVED BY:	DATE ISSUED:	
APPROVING OFFICER:		DATE:

Going Out of Business Sale

--

NAMES AND RESIDENCE ADDRESSES OF EACH CURRENT CORPORATE OFFICER AND DIRECTOR:

NAME	RESIDENCE ADDRESS	TITLE
		PRESIDENT
		VICE PRESIDENT
		SECRETARY
		TREASURER

IF PARTNERSHIP, LIST NAME AND RESIDENCE ADDRESS OF EACH PARTNER, INCLUDING LIMITED PARTNERS:

NAME	RESIDENCE ADDRESS	TITLE

LIST FULL TRUE NAME AND ANY OTHER NAMES USED BY THE OWNERS AND ANY PERSONS WHO EXERCISE CONTROL OVER THE OPERATION, MANAGEMENT, DIRECTION OR POLICY OF THE BUSINESS, OR WHO ARE RESPONSIBLE FOR THE DAILY OPERATION OF THE BUSINESS:

	FULL NAME	TITLE
1		
2		
3		

APPLICANTS: The right of reasonable inspection shall be a condition for issuance of a police permit. If a permit is issued, representatives of the police department shall have access to the business premises, during normal business hours, which may include entry into the non-public portion of the business.

I declare under penalty of perjury that the statements made on this application, including accompanying documents, are true, complete and correct to the best of my knowledge and belief. I understand that any false statements are grounds for denial of this application or loss of licensure and that I may be subject to prosecution per section 11.0401(b) of the San Diego Municipal Code.

I am aware that I am responsible for being familiar with and complying with the rules and regulations related to the police regulated business I am applying for. I understand that the licensed is issued upon the condition that licensee agrees to comply with, and abide by, all the provisions of Section 33.1006 and subsections thereof, of the San Diego Municipal Code.

I AM AWARE THAT THE APPLICATION FEE IS NON-REFUNDABLE. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM OBTAINING PERMITS OR APPROVALS REQUIRED BY THE CITY OF SAN DIEGO, OR STATE OR FEDERAL LAW. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM COMPLYING WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, INCLUDING THOSE RELATED TO BUILDING, ZONING, AND FIRE, AND OTHER PUBLIC SAFETY REGULATIONS. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT VEST ANY DEVELOPMENT RIGHTS IN THE PROPERTY OR BUSINESS.

APPLICANT'S SIGNATURE: _____

DATE OF APPLICATION: _____