

POLICE PERMIT RENEWAL APPLICATION

SUBMIT COMPLETED FORM VIA MAIL AT:

San Diego Police Permits & Licensing

P.O. Box 122289, San Diego, CA 92112-2289

Phone: (619) 615-1500 Email: TRSPDPermits@sandiego.gov

PERMIT TYPE: _____

BUSINESS TAX CERTIFICATE #: _____

Business Name: _____

Street Address: _____

City/State/Zip: _____

APPLICANT'S FULL NAME: _____
LAST FIRST MIDDLE

TITLE (e.g., Owner, Officer): _____ DATE OF BIRTH: _____

RESIDENCE ADDRESS: _____ BUSINESS PHONE #: _____

OTHER NAME(S) USED: _____ EMAIL: _____

SOCIAL SECURITY #: _____ CELL PHONE #: _____ DRIVER'S LICENSE #: _____

RACE: _____ SEX: _____ WEIGHT: _____ HEIGHT: _____ HAIR COLOR: _____ EYE COLOR: _____

For information regarding the Permit Fee Schedule, Required Documentation, & Industry Regulations, please refer to the enclosed information sheet or visit our website at: <http://www.sandiego.gov/treasurer/taxesfees/pdpermits/index.shtml>

It is the responsibility of the permit holder to renew the permit no later than fifteen (15) calendar days after the expiration date on the permit. Failure to renew on time will result in a penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within the following calendar month after the due date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. Any outstanding balance (PD or Business Tax fees) may be referred to our Delinquent Accounts Program.

A police permit is required for any person or entity engaged in any occupation or business deemed to be police regulated, as set forth in Chapter 3, Article 3 of the San Diego Municipal Code (SDMC), <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>. Under penalty of perjury, applicant understands and agrees: To abide by all federal, state, and local laws; Applicant consents to inspection by the Chief of Police per SDMC §33.0103; Applicant is aware the investigation fee is non-refundable per SDMC §33.0307; Applications must be complete and truthful; Applicant will not willfully make a false statement or fail to report any material fact in the application per SDMC §11.0401(b); Any changed circumstance which would have been grounds for denial of the application is grounds for denying a renewal application; Failure to disclose any material circumstance, whether or not such circumstance would have been grounds for denial, is grounds for denying a renewal permit.

To review Grounds for Denial, please refer to SDMC §33.0305 of the San Diego Municipal Code or specific industry code sections which may be accessed at the web address referenced above.

Applicant's Signature _____ Date _____

(PLEASE SEE REVERSE SIDE)

PD PERMIT HOLDER DECLARATIONS

REQUIRED APPLICANT DISCLOSURES

Have you ever had any *license* or *permit* issued by any agency or board, or any city, county, state or federal agency suspended or revoked, or have you had any professional or vocational *license* or *permit* suspended or revoked within 5 years immediately preceding this application? Yes No

If yes, state reason for suspension or revocation: _____

RIGHT TO INSPECT PER SDMC §33.0103

I acknowledge the right to an inspection as required pursuant to San Diego Municipal Code §33.0103.

Applicant's Signature _____ Date _____

TO BE COMPLETED BY TOBACCO RETAILERS ONLY: DECLARATION REQUIRED PER SDMC §33.4510

Check whichever applies: Tobacco E-Cigs/Vape Hookah

State Tobacco License #: _____

As an applicant for a *police permit* to operate as a *tobacco retailer*, I submit this signed declaration certifying that I have not been convicted or faced administrative action based on violations of the offenses listed in Municipal Code §33.4510.

Applicant's Signature _____ Date _____

ACKNOWLEDGEMENT OF COMPLIANCE

I have read and understood the operating requirements and regulations as set forth in Chapter 3, Article 3 of the San Diego Municipal Code, <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>

Applicant's Signature _____ Date _____

CRIMINAL CONVICTIONS

List any criminal conviction(s) within the last year in the space below. Please include the date and place of each conviction. Expunged convictions must be listed per 1203.4(a) P.C. Do not include Traffic Violations. If you have had no convictions over the past year, write **"NONE"** in the space below.

DO NOT COMPLETE THE INFORMATION BELOW

FOR OFFICE USE ONLY:

Accepted by: _____ Date _____

Approved ☐

Denied ☐

By: _____

Date _____

City of San Diego - Police Permit Renewal Requirements

Please complete the Police Permit Renewal Application and submit the form along your required industry documentation (if applicable) and payment.

For information regarding the Police Permitting renewal process, contact our office at (619) 615-1500 or visit us online at: <http://www.sandiego.gov/treasurer/taxesfees/pdpermits/index.shtml>

Note: Certain police regulated businesses may renew online. Contact the Business Tax Program at the telephone number above or visit our website for additional information.

Office Address:

Office of the City Treasurer
1200 Third Ave., Suite 100
San Diego, CA 92101

Mailing Address:

SDPD Permits
P.O. Box 122289
San Diego, CA 92112-2289

In addition to the *Regulatory Fee, regulated businesses applying for a new permit are assessed a non-refundable application fee of \$59. Each additional owner or officer required to go through background will be assessed a \$15 investigation fee. At the time of renewal, the non-refundable application fee is \$54 plus \$15 for each additional owner or officer.

The following industries may renew in person, via mail, or online.

<p>Live Entertainment Alcohol 99 or less</p> <ul style="list-style-type: none">• ABC license w/conditions• *Regulatory Fee - \$1,517.00 <p>Live Entertainment Alcohol 100-249</p> <ul style="list-style-type: none">• ABC license w/conditions• *Regulatory Fee - \$1,994.00 <p>Live Entertainment Alcohol 250-399</p> <ul style="list-style-type: none">• ABC license w/conditions• *Regulatory Fee - \$3,090.00 <p>Live Entertainment Alcohol 400 +</p> <ul style="list-style-type: none">• ABC license w/conditions• *Regulatory Fee - \$4,025.00	<p>Live Entertainment After-Hours Ongoing</p> <ul style="list-style-type: none">• ABC license w/conditions• Conditional use permit (if applicable)• *Regulatory Fee - \$658.00 <p>Live Entertainment No Alcohol 49 or less</p> <ul style="list-style-type: none">• No required industry documentation• *Regulatory Fee - \$157.00 <p>Live Entertainment No Alcohol 50 +</p> <ul style="list-style-type: none">• No required industry documentation• *Regulatory Fee - \$778.00
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