# 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

Effective July 1, 2015, the Office of the City Treasurer began administering the Police Regulated Permitting Application process. This resulted in the consolidation of the Police Permit and Business Tax Certificate billing processes.

Please complete the enclosed Police Permit Renewal Application and submit along with your required industry documentation (if applicable). See below for a list of industry required documentation.

For information regarding the updated Police Permitting renewal process, you may contact our office at (619) 615-1500 or visit us online at: https://www.sandiego.gov/treasurer/taxesfees/pdpermits

| **Industry Required Documentation**<br>***Issued Permit ID Card*** | |
|---|---|
| **Card Room Employee (P078)**<br>• No required industry documentation<br><br>**Holistic Health Practitioner (P053)**<br>• Proof of 12 continuing educationhours<br>• National Certification*<br>• Liability Insurance (declaration page)*<br><br>**Massage Therapist (P065)**<br>• Proof of 12 continuing educationhours<br>• National Certification*<br><br>**Massage Therapist Off-Premise (P067)**<br>• Proof of 12 continuing educationhours<br>• National Certification*<br><br>**Nude Entertainer (P070)**<br>• No required industry documentation | **Outcall Nude Entertainer (P071)**<br>• No required industry documentation<br><br>**Promoter (P055)**<br>• No required industry documentation<br><br>**Specialized Pedicab Operator (P086)**<br>• Valid California Driver's License<br><br>**Traditional Pedicab Operator (P074)**<br>• Valid California Driver's License<br><br>**Tow Driver (P083)**<br>• No required industry documentation |

*Please complete the following only if previously submitted document is expired at the time of renewal.
**New Police Permit application required if change of location.

(See reverse side for additional Police Regulated Industries)

**Industry Required Documentation**
***Issued Permit Document***

**Arcade (P022)**
- **Lease agreement (if change of location)

**Auto Dismantler (P033)**
- DMV Dismantler's License*

**Bingo (P027)**
- Bingo Operator Application if changes

**Bowling Alley (P020)**
- No required industry documentation

**Card Room Business (P041)**
- Gambling license from GamingComm.*
- **Lease agreement (if change of location)

**Firearms Dealer (P035)**
- 2nd Hand Dealers - DOJ (JUS 125)*
- Federal Firearms License
- State Certificate of Eligibility (COE)
- California DOJ Centralized list
- If applicable – Misc. DOJ Permits
- COE for each employee
- **Lease agreement (if change of location)

**Money Exchange (P039)**
- **Lease agreement (if change of location)

**Live Ent After-Hours Ongoing (P051)**
- ABC license w/conditions
- Conditional use permit (if applicable)

**Live Entertainment Alcohol 99 or less (P058)**
- ABC license w/conditions

**Live Entertainment Alcohol 100-249 (P060)**
- ABC license w/conditions

**Live Entertainment Alcohol 250-399 (P061)**
- ABC license w/conditions

**Live Entertainment Alcohol 400 + (P062)**
- ABC license w/conditions

**Live Entertainment No Alcohol 49 or less (P048)**
- No required industry documentation

**Live Entertainment No Alcohol 50 + (P047)**
- No required industry documentation

**Massage Establishment (P028)**
- County Health Permit*
- **Lease agreement (if change of location)

**Holistic Health Practitioner Business (P054)**
- Proof of 12 continuing education hours
- National Certification*
- Liability Insurance (declaration page)*

**Nude Entertainment Business (P030)**
- **Lease agreement (if change of location)

**Outcall Nude Entertainment Business (P056)**
- **Lease agreement (if change of location)

**Pawn Shop (P001)**
- Pawnbroker License - DOJ (JUS 125)*
- 2-year non-revocable surety bond*
- **Lease agreement (if change of location)

**Traditional Pedicab Business (P073)**
- Government Issued Photo ID
- Scheduled Police Inspection

**Specialized Pedicab Business (P085)**
- Government Issued Photo ID
- Scheduled Police Inspection

**Peep Show Business (P003)**
- **Lease agreement (if change of location)

**Pool Room (P019)**
- No required industry documentation

**Second Hand Dealer Non-Tangible (P076)**
- **Lease agreement (if change of location)

**Second Hand Dealer Tangible (P077)**
- 2nd Hand Dealer License - DOJ (JUS 125)*
- **Lease agreement (if change of location)

**Swap Meet Lot (P026)**
- No required industry documentation

**Tobacco Retailer (P057)**
- State Retailer Cig & Tobacco license*
- **Lease agreement (if change of location)

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(See reverse side for additional Police Regulated Industries)