

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 _____

TO: CHIEF OF POLICE, SHERIFF AND PAWNBROKER APPLICANT(S)

THIS NOTICE IS TO BRING TO THE ATTENTION OF THE LICENSING AGENCY AND PAWNBROKER APPLICANT(S) THE CONDITIONS PRECEDENT TO THE ISSUANCE OR RENEWAL OF A PAWNBROKER'S LICENSE, OUTLINED IN FINANCIAL CODE SECTIONS 21303 AND 21304 BELOW:

21303.(a) As a condition precedent to the issuance or renewal of a pawnbroker's license the applicant shall file a pawnbroker's two-year nonrevokable surety bond with the issuing authority, in the sum of twenty thousand dollars (\$20,000). The pawnbroker's bond required by this article shall be executed by an admitted surety in favor of the State of California and shall be filed by the applicant with the licensing authority.

(b) The bond shall be for the benefit of pledgors of pledged property when the property is not available for redemption, due to the criminal negligence, criminal malfeasance, or other criminal conduct of the pawnbroker, and the pledgor has complied with the conditions precedent to redemption under the terms of the loan contract. The pledgor has the burden of establishing by clear and convincing evidence that all conditions precedent to redemption under the terms of the loan contract have been performed.

21304.(a) As a condition precedent to the issuing of a pawnbroker's license, the applicant shall file with the issuing authority a financial statement confirming that the applicant has at least one hundred thousand dollars (\$100,000) in the form of liquid assets readily available for use in each licensed business for which the application is made, not including real property or in the absence of one hundred thousand dollars (\$100,000), an applicant may post a nonrevokable surety bond in the amount of one hundred thousand dollars (\$100,000) or the applicant may, in lieu of posting a surety bond, deposit money, certificates, accounts, bonds or notes, as provided in Section 995.710 of the Code of

Civil Procedure. The financial statement shall be filed by the applicant under penalty of perjury and signed by a California certified public accountant verifying that he or she has *reviewed* the financial statement.

(b) This section is not applicable to any person holding a secondhand dealer's license pursuant to Section 21641 or 21642 of the Business and Professions Code and who is actively engaged as a pawnbroker on the effective date of this section.



APPLICATION FOR SECONDHAND DEALER OR PAWNBROKER LICENSE

A. Type of Application (Check the appropriate box):

- ☐ Application for Secondhand Dealer License (21641 B&P)
- ☐ Application for Pawnbroker License (21300 FC)
- ☐ Application for Renewal:
- ☐ Secondhand Dealer License (21642 B&P) State License No.: _____
- ☐ Pawnbroker License (21301 FC) State License No.: _____
- ☐ Modifications (change of business, name, address, etc.)

DOJ USE ONLY

Received: _____

Check # _____

Check Amt: _____

B. Licensing Agency Information: (Completed by licensing agency only.)

Licensing Agency (Substation if applicable) _____ Date _____

Mailing Address _____

Licensing Official (Name, Title) _____ Phone _____

THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY THE APPLICANT(S)

C. Business Owner(s): (Name of individual, partners, or corporate officers)

Name _____ Date of Birth _____ Title _____ Phone _____

Name _____ Date of Birth _____ Title _____ Phone _____

Name _____ Date of Birth _____ Title _____ Phone _____

ATTACH ADDITIONAL SHEET IF NECESSARY. CHECK CIRCLE IF ADDITIONAL SHEET IS USED ☐

D. Business Information

Business Name _____ Phone _____

Street Address _____ City _____ Zip Code _____

Business Ownership: ☐ Individual ☐ Partnership ☐ Corporation
(If corporate name differs from business name, complete the following):

Corporation Name _____ Phone _____

Street Address _____ City _____ Zip Code _____

E. Off-Site Storage Location:

Will property belonging to the business be stored off the business premises? ☐ Yes* ☐ No *If "yes," please provide the information below:

Off-Site Storage Street Address _____ City _____ Zip Code _____

F. Multiple Secondhand Dealer or Pawnbroker Businesses:

Do any parties to this application have a financial interest in any other Secondhand Dealer or Pawnbroker Business in California?

☐ Yes* ☐ No *If "yes," please provide the Business Name, Address, City, and State assigned Secondhand Dealer or Pawnbroker License Number on an additional sheet of paper, and check circle if additional sheet is used ☐

G. Additional Information:

Have any parties to this application ever been convicted of an attempt to receive stolen property or any other property-related crime?

☐ Yes* ☐ No *If "yes," please provide the applicant's name, date, and details on the arrest or conviction on an additional sheet of paper, and check circle if additional sheet is used ☐

H. Certification:

"As the person responsible for completing the application for the business, I certify under penalty of perjury that the information on this application is true and complete to the best of my knowledge."

SIGNATURE _____

TITLE _____

DATE _____

INSTRUCTIONS AND INFORMATION FOR COMPLETING THE APPLICATION FOR SECONDHAND DEALER OR PAWNBROKER LICENSE

Section A. TYPE OF APPLICATION

For a new application, the applicant must identify the type of business license by checking the appropriate box. If the application is for a renewal of an existing state secondhand dealer's license or pawnbroker's license, the licensee must check the appropriate box and provide the state license number. If the application is for an initial pawnbroker's license, ensure that the surety bond and financial statement are filed with the issuing agency. If the application is for a renewal of a pawnbroker's license, ensure that the surety bond is filed with the issuing agency. If the application is for a modification of an existing state secondhand dealer's or pawnbroker's license, the licensee must check the modification box and provide the state license number.

Section B. LICENSING AUTHORITY INFORMATION

The licensing agency shall complete Section B. Enter agency information, the name, title, and phone number of official processing the application. Enter the date the completed application was received by your agency for transmittal to the Department of Justice (DOJ).

Section C. BUSINESS OWNERS

- If business is *Individually owned*, enter owner's name, date of birth, title, and home phone number.
- If business is a *Partnership*, enter each partner's name, date of birth, title, and home phone number.
- If business is a *Corporation*, enter each corporate officer's name, date of birth, title, and home phone number.
- To complete the application package, all parties listed in this Section must submit fingerprints for criminal offender record information background checks.
- Live Scan submissions, please submit a completed copy of the REQUEST FOR LIVE SCAN SERVICE, Applicant Submission form BCIA 8016SHDPB. The Applicant Submission form (BCIA 8016SHDPB) for the State Secondhand Dealer and Pawnbroker Unit includes pre-printed information.

Section D. BUSINESS INFORMATION

- Enter the business name and, if applicable, corporation name.
- Enter the address information of the business and, if applicable, corporation address.
- If the corporation name differs from the business name in Section D-1, provide the requested information.
- Check the appropriate type of business ownership.

Section E. OFF-SITE STORAGE LOCATION

If the applicant intends to store property belonging to the business other than at the business address in Section D, above, enter the Off-Site Storage Information. Exemption from disclosure of the off-site storage, on the licensure form, will require the local licensing agency to file with DOJ written instruction for exemption.

Section F. MULTIPLE SECONDHAND/PAWNBROKER BUSINESSES

If the response is "YES", attach a sheet disclosing: the business name, address, city, zip code, phone number and state assigned license number. If "NO", proceed to Section G.

Section G. ADDITIONAL INFORMATION

If the response is "YES", attach a sheet disclosing: applicant's name, date and details of the arrest, conviction and if available copy of the court disposition. If the response is "NO", proceed to Section H.

Section H. CERTIFICATION STATEMENT

The person responsible for completing the application or person responsible for the business must sign and date the certification.

DEPARTMENT OF JUSTICE FEE SCHEDULE:

Secondhand Dealer/Pawnbroker Application, JUS 125	= \$300 (New or renewal application, payable to DOJ)
Criminal Offender Record Information Background Check	= \$32 (Each applicant, payable to live scan agency.)

The DOJ fee schedule does not include any additional fee that the licensing authority may charge for processing this application, pursuant to the Business and Professions Code or Financial Code, or for the service of taking fingerprints for the criminal offender record information background check. Payment to the DOJ must be made by check, cashier's check or money order.

NOTE: The fees are non-refundable. Cash will not be accepted for payment. Make remittance payable to "Department of Justice."

Should the applicant(s) be printed using the fingerprint hard card (FD 258) because the printing agency has an exemption to the Live Scan requirement, the fingerprint hard card(s), along with the required fees, payable to the DOJ, must be sent in with the application.

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 <i>Issued Permit ID Card</i>	
Card Room Employee (P078) <ul style="list-style-type: none">No required industry documentation Holistic Health Practitioner (P053) <ul style="list-style-type: none">Proof of 12 continuing education hoursNational Certification*Liability Insurance (declaration page)* Massage Therapist (P065) <ul style="list-style-type: none">Proof of 12 continuing education hoursNational Certification* Massage Therapist Off-Premise (P067) <ul style="list-style-type: none">Proof of 12 continuing education hoursNational Certification* Nude Entertainer (P070) <ul style="list-style-type: none">No required industry documentation	Outcall Nude Entertainer (P071) <ul style="list-style-type: none">No required industry documentation Promoter (P055) <ul style="list-style-type: none">No required industry documentation Specialized Pedicab Operator (P086) <ul style="list-style-type: none">Valid California Driver's License Traditional Pedicab Operator (P074) <ul style="list-style-type: none">Valid California Driver's License Tow Driver (P083) <ul style="list-style-type: none">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.

Industry Required Documentation
Issued Permit Document

<p>Arcade (P022)</p> <ul style="list-style-type: none"> • **Lease agreement (if change of location) <p>Auto Dismantler (P033)</p> <ul style="list-style-type: none"> • DMV Dismantler's License* <p>Bingo (P027)</p> <ul style="list-style-type: none"> • Bingo Operator Application if changes <p>Bowling Alley (P020)</p> <ul style="list-style-type: none"> • No required industry documentation <p>Card Room Business (P041)</p> <ul style="list-style-type: none"> • Gambling license from GamingComm.* • **Lease agreement (if change of location) <p>Firearms Dealer (P035)</p> <ul style="list-style-type: none"> • 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) <p>Money Exchange (P039)</p> <ul style="list-style-type: none"> • **Lease agreement (if change of location) <p>Live Ent After-Hours Ongoing (P051)</p> <ul style="list-style-type: none"> • ABC license w/conditions • Conditional use permit (if applicable) <p>Live Entertainment Alcohol 99 or less (P058)</p> <ul style="list-style-type: none"> • ABC license w/conditions <p>Live Entertainment Alcohol 100-249 (P060)</p> <ul style="list-style-type: none"> • ABC license w/conditions <p>Live Entertainment Alcohol 250-399 (P061)</p> <ul style="list-style-type: none"> • ABC license w/conditions <p>Live Entertainment Alcohol 400 + (P062)</p> <ul style="list-style-type: none"> • ABC license w/conditions <p>Live Entertainment No Alcohol 49 or less (P048)</p> <ul style="list-style-type: none"> • No required industry documentation <p>Live Entertainment No Alcohol 50 + (P047)</p> <ul style="list-style-type: none"> • No required industry documentation 	<p>Massage Establishment (P028)</p> <ul style="list-style-type: none"> • County Health Permit* • **Lease agreement (if change of location) <p>Holistic Health Practitioner Business (P054)</p> <ul style="list-style-type: none"> • Proof of 12 continuing education hours • National Certification* • Liability Insurance (declaration page)* <p>Nude Entertainment Business (P030)</p> <ul style="list-style-type: none"> • **Lease agreement (if change of location) <p>Outcall Nude Entertainment Business (P056)</p> <ul style="list-style-type: none"> • **Lease agreement (if change of location) <p>Pawn Shop (P001)</p> <ul style="list-style-type: none"> • Pawnbroker License - DOJ (JUS 125)* • 2-year non-revocable surety bond* • **Lease agreement (if change of location) <p>Traditional Pedicab Business (P073)</p> <ul style="list-style-type: none"> • Government Issued Photo ID • Scheduled Police Inspection <p>Specialized Pedicab Business (P085)</p> <ul style="list-style-type: none"> • Government Issued Photo ID • Scheduled Police Inspection <p>Peep Show Business (P003)</p> <ul style="list-style-type: none"> • **Lease agreement (if change of location) <p>Pool Room (P019)</p> <ul style="list-style-type: none"> • No required industry documentation <p>Second Hand Dealer Non-Tangible (P076)</p> <ul style="list-style-type: none"> • **Lease agreement (if change of location) <p>Second Hand Dealer Tangible (P077)</p> <ul style="list-style-type: none"> • 2nd Hand Dealer License - DOJ (JUS 125)* • **Lease agreement (if change of location) <p>Swap Meet Lot (P026)</p> <ul style="list-style-type: none"> • No required industry documentation <p>Tobacco Retailer (P057)</p> <ul style="list-style-type: none"> • State Retailer Cig & Tobacco license* • **Lease agreement (if change of location)
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*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.