

**CITY OF ENCINITAS**

Development Services Department  
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## **FEES & INFORMATION FIREARMS DEALER PERMIT**

The Firearms Dealer permit is used to regulate the sale, lease, or transfer of firearms.

All persons who engage in the business of selling, leasing or transferring firearms must meet the State of California's dealer licensing requirements pursuant to Penal code (PC) Section 12071. These requirements apply even if you intend to purchase firearms from wholesalers and/or manufacturers for your own use or to conduct occasional or infrequent sales to friends and associates. PC Section 12071 defines a firearm dealer as a person who has the following:

- Valid Federal Firearms License.
- Seller's Permit issued by the State Board of Equalization.
- Valid Certificate of Eligibility issued by the Dept. of Justice (DOJ).
- Recorded in the DOJ centralized list.

Approved permits are valid for one year and are not transferable to another location or to another person. A change in location or ownership requires a new application. This permit may be renewed if the renewal process is initiated prior to the expiration date of the current permit.

All fees associated with this permit are non-refundable.

**Fees:**

Application Fee:	\$379 (New) \$359 (Renewal)
Background Check:	\$86 per person
Business Registration*	

\* Application requires a current business registration. Additional fees may apply if business registration is not up to date.

**Documentation Required:**

The Federal Firearms License, Seller's Permit, and Certificate of Eligibility must be obtained prior to the issuance of the local regulatory permit. In order to comply with San Diego County Code Section 21.1201 and 16.108 (b) of the Uniform Licensing Procedure you must submit a Firearms Sales application and a copy of the following items:

- **Application - Background** - Information required by San Diego County Sheriff's Department to initiate background check.
- **Application Supplemental**- Additional information required to complete the application process.
- **Authorization to Release Information** – Authorization allowing the San Diego County Sheriff's Department to initiate background check.
- **Business Registration** - If your business is not registered with the City, please complete a Business Registration application online using Customer Self Service (CSS). Business Registration is a separate process and can be applied for concurrently with this permit.
- **Certificate - State Eligibility Firearms** - Certification that individual has completed a firearms eligibility check conducted by the State of California Department of Justice Bureau of Firearms  
<https://oag.ca.gov/firearms/forms>
- **License - Driver's** - Copy of driver's license (will be deleted once application process is completed).

- **License - Federal Firearms** - License to engage in business of dealing in firearms; issued by U.S. Department of Justice <https://www.atf.gov/firearms/apply-license>
- **License - State Secondhand or Pawn Broker Dealer** - If dealing in secondhand gun sales or providing a pawnbroker service, provide a license issued by the State of California Department of Justice. Can be applied for in conjunction with City permit.  
<https://oag.ca.gov/secondhand>  
<https://www.sdsheriff.net/licensing.html>
- **Permit - Seller's** - Allows seller to collect sales tax from customers and report those amounts to the state on a regular reporting period; issued by State  
[https://www.taxes.ca.gov/Sales\\_and\\_Use\\_Tax/SellersPermit.html](https://www.taxes.ca.gov/Sales_and_Use_Tax/SellersPermit.html)
- **Plans - Site Plan - Regulatory** - Identify address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, proposed location of sales inventory, existing and proposed locations of structures/improvements (such as tents, power, vehicular parking and drive isles, and restroom locations), dimensions of structures/improvements, and whether structures/improvements are temporary or permanent in nature. Restrooms and parking improvements must be ADA compliant.
- **Proof of Ownership or Permission from Owner** - If **owner** applying, proof of ownership is a Grant Deed, Assessor Record or similar document. If **not the owner**, permission from owner is required - a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.

Please allow a minimum four weeks processing time due to background checks and departmental reviews associated with this permit.