

**CITY OF ENCINITAS**

Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
www.encinitasca.gov
Phone: 760-633-2708
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FEES & INFORMATION SECONDHAND DEALER PERMIT

A Secondhand Dealer's permit shall be required for any establishment conducting business as a pawnbroker or secondhand dealer. These regulations are enacted in order to curtail the dissemination of stolen property and facilitate the recovery of stolen property.

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: \$398 (New) \$379 (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:

- **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.
- **License - Driver's** – Copy of driver's license (will be deleted once application process is completed).
- **License - State Secondhand Dealer** - Issued by the State of California Department of Justice. Can be applied for simultaneously with City permit. City of Encinitas approval for this permit is conditional upon State approval.
- **Plans - Site Plan - Regulatory** - Provide a floor plan (for each floor) with dimensions, show the interior configuration of space, label the use of each room or portion thereof, and identify exits. Include location of exit signs, extinguisher placement, and occupant load.
- **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.