



CITY OF ENCINITAS
Development Services Department
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Encinitas, CA 92024
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FEES & INFORMATION JUNK DEALER, AUTO WRECKING & VEHICLE STORAGE PERMIT

A Junk Dealer, Auto Wrecking & Vehicle Storage permit shall be required for any junk yards and/or motor vehicle wrecking yards. Purpose is both to address the potential of these businesses to receive stolen property, and to protect the community from potential hazards.

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:	\$465
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.
- **Certificate - Device Registration Certificate** – Inspection of device being used to weigh/measure merchandise, issued by County.
- **Certificate - Hazardous Material** - Required to handle hazardous material on premises; issued by State.
- **License - Driver's** – Copy of driver's license (will be deleted once application process is completed).
- **License – Weighmaster** - Ensures accuracy of reported commercial weight transactions, issued by State.
- **Permit - Sellers** - Allows seller to collect sales tax from customers and report those amounts to the state on a regular reporting period; issued by State.
- **Plans - Site Plan - Regulatory** - Identify address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, 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.
- **Weights & Measures Inspection Form** – Issued by State after inspection of merchandise.

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