



CITY OF SANTA BARBARA

PERMIT APPLICATION PROCESS

SALE OF FIREARMS

Permit #

PD Received
Date:

Name of Applicant:

Name of Business:

Steps Completed with Finance	Complete full application and remit via email to AccountsReceivable@SantaBarbaraCA.gov Full Application must include the following:	Date completed & City Agent's initials.
Step 1	Complete all forms: <ul style="list-style-type: none"> <input type="checkbox"/> Application for City Permit form. <input type="checkbox"/> Authorization to Release Information form. <input type="checkbox"/> Instructions for Drawings sheet (Site Plan and Floor Plan). <input type="checkbox"/> Proposed Permit Use Clearance forms. <input type="checkbox"/> Live Scan Form* 	
Step 2	Full Application must include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Acquire two (2) color, passport-size photographs for each applicant. <input type="checkbox"/> Photocopy your driver's license (front and back). <input type="checkbox"/> Photocopy of current Federal Firearms License (FLL) from the Bureau of Alcohol, Tobacco and Firearms (BATF). <input type="checkbox"/> Photocopy of current Certificate of Eligibility from the Department of Justice. <input type="checkbox"/> Photocopy of valid Board of Equalization Seller's Permit. <input type="checkbox"/> Pay \$25.00 Permit Fee (Use Code 0430) *Set up a Live Scan appointment with an authorized fingerprinting agency. See list provided in packet. Retain the copy of SBMC, Chapter 9.36 for reference. If business will be conducted in a commercial business site, please refer to the Instructions for Drawings form and complete a site plan and floor plan. Approvals will be needed from several City departments. The first approval must be obtained from Community Development.	
At Community Development 630 Garden Street	Permit processing hours are Monday through Friday, 8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m., except for holidays.	
Step 3	Submit completed Proposed Permit Use Clearance forms in person along with your site plan and floor plan to Building and Safety Division. Staff will assist you in scheduling an inspection with Building and Safety Department. There may be additional forms to complete; therefore, allow at least seven (7) work-days for staff to review your forms.	
	After review, Building and Safety might request corrections via a Review Correction Letter. Make corrections as directed by them.	

After corrections have been made and all reviews approved, Community Development staff will sign the bottom portion of your Proposed Permit Use Clearance Forms. This concludes the Community Development portion of processing and you are ready to submit your package to Finance.

Please answer the following questions:

Type of Sales Transaction:	Inventory Sales	Catalog Sales
Will gunpowder, ammunition, or other explosive devices be stores on the premise at any time?	Yes	No
Will Used firearms be bought and sold? <i>If Yes, you will need to also apply for a Secondhand Dealer's Permit.</i>	Yes	No

POLICE DEPARTMENT USE ONLY

To be completed by Police Permit Investigator:

- City of Santa Barbara Police Department records check on applicant, Warrants, B.U.S.T.E.D., D.M.V.
- Criminal history check on fingerprints and fingerprints returned from D.O.J.
- Santa Barbara Sheriff's record checks on applicant.
- Applicant(s) interviewed by Permit Investigator.

Police Permit Investigator's recommendations on the issuance of the permit to the applicant:

CHIEF OF POLICE:

Approval of permit application: _____ Date: _____

Disapproval of permit application: _____ Date: _____



CITY OF SANTA BARBARA

APPLICATION FOR CITY PERMIT

TYPE: SALE OF FIREARMS

Permit #:

Santa Barbara Municipal Code
Chapter 9.36

Please complete the following:

Date: _____ Name: _____

A.K.A. (list other names used): _____

Email: _____

Residence Address (include street, city, and zip code): _____

Mailing Address, if different (include street, city, and zip code): _____

Phone Number: _____ Social Security No: _____

California Driver's License No. (Submit Photocopy) _____ Date of Birth: _____

Place of Birth: _____

Color of Hair: _____ Color of Eyes: _____ Height: _____ Weight: _____

Length of time in Santa Barbara: _____ Length of time in California: _____

List the full address for your places of residence over the past five years, starting with the most recent. After the address, show the dates (month and year) at each residence.

1. _____
 _____ (from _____ to _____)
2. _____
 _____ (from _____ to _____)
3. _____
 _____ (from _____ to _____)
4. _____
 _____ (from _____ to _____)
5. _____
 _____ (from _____ to _____)

List your last five places of employment. Start with your current or most recent employer. List by business name, address, business phone number, and dates (month and year) of employment.

1. _____
_____ (from _____ to _____)
2. _____
_____ (from _____ to _____)
3. _____
_____ (from _____ to _____)
4. _____
_____ (from _____ to _____)
5. _____
_____ (from _____ to _____)

Proposed Business Name: _____

List similar permits presently or previously issued in another city or state. List by permit title, city and state of issuance.

Arrest History: If you have had any arrests, list all of them. Use an additional sheet if necessary. Give the date (approximate), place (city and state), and the reason for the arrest.

Date:	Place (city and state):	Reason:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature below indicates the applicant understands that if any information requested on this form is misrepresented, it may be grounds for denial of this permit application.

Applicant's Signature

Date



CITY OF SANTA BARBARA

**AUTHORIZATION TO RELEASE INFORMATION
TO THE
CITY OF SANTA BARBARA, POLICE DEPARTMENT**

(Pursuant to Santa Barbara Municipal Code, Chapter 5.29)

As an applicant for a City permit within the City of Santa Barbara, I hereby authorize the release of any and all information that you may have concerning my work records education records, medical records, and information of a confidential or privileged nature to the City of Santa Barbara Police Department and its agents.

I hereby release you, your organization, or others, from any liability or damage, which may result from furnishing the information requested.

Printed (*Permit Applicant's Name*)

Signature (*Permit Applicant*)

Date

POLICE DEPARTMENT USE ONLY

To be completed by Police Technician:

Records check on applicant:

1. CLETS

PERSON

Print DDL

2. Versadex

Criminal Description File

Entities Browse

Initials/ Date: _____

Live Scan results reviewed

DOJ Delay Reason/Date:

Initials/ Date: _____

Police Technician's recommendations on the issuance of the permit to the applicant:

Chief of Police or Designee:

Approval of permit application: _____ Date: _____

Disapproval of permit application: _____ Date: _____

REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

ORI: _____ Type of Application: _____
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

_____ Agency authorized to receive criminal history information

_____ Mail Code (five-digit code assigned by DOJ)

_____ Street No. Street or PO Box

_____ Contact Name (Mandatory for all school submissions)

_____ City State Zip Code

() _____ Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

Alias: _____ Driver's License No: _____
Last First

Date of Birth: _____ Sex: Male Female Misc. No. BIL - _____
Agency Billing Number

Height: _____ Weight: _____ Misc. Number: _____

Home Address:

Eye Color: _____ Hair Color: _____
Street No. Street or PO Box

Place of Birth: _____
City, State and Zip Code

Social Security Number: _____

Your Number: _____
OCA No. (Agency Identifying No.)

Level of Service: DOJ FBI

If resubmission, list Original ATI Number: _____

Employer: (Additional response for agencies specified by statute)

_____ Employer Name

_____ Street No. Street or PO Box

_____ Mail Code (five digit code assigned by DOJ)

_____ City State Zip Code

() _____ Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Name of Operator Date

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed

Fingerprinting Locations Near Santa Barbara

<u>Location: Santa Barbara</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Live Scan Santa Barbara	411 E Canon Perdido St #15, Santa Barbara, CA 93101	(805) 525-6800	https://livescansantabarbara.com/	Call or schedule appointment online
City of Santa Barbara, Human Resources	735 Anacapa St, Santa Barbara, CA 93101	(805) 564-5316	https://santabarbaraca.gov/	Call for appointment
City of Santa Barbara, Police	215 E Figueroa St, Santa Barbara, CA 93102	(805) 897-2355	https://santabarbaraca.gov/	Call for appointment
A1 Fingerprinting Plus	3950 Via Real Ste 62, Santa Barbara, CA 93013	(805) 452-9838	http://www.a1fingerprintingplus.com/	Call for appointment
Multiservice Santa Barbara, LLC	621 W Micheltorena St, Santa Barbara, CA 93101	(805) 729-7571	https://www.multiservicesb.com/	Call for appointment
Being & Doing, LLC	510 Castillo St #201, Santa Barbara, CA 93101	(760) 235-9062		Call for appointment
<u>Location: Goleta</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Santa Barbara County Sheriff's Office	4434 Calle Real, Santa Barbara, CA 93110	(805) 681-4357	www.sbsheriff.org/home/fingerprinting	Call or schedule appointment online
Santa Barbara Corporate Services	5142 Hollister Ave, Santa Barbara, CA 93111	(805) 450-0081	https://sbcorporateservices.com/	Call or schedule appointment online
Lori's Mobile Notary & Fingerprinting	4390 Calle Real #A, Santa Barbara, CA 93110	(805) 683-6350	https://www.lorismobilenotary.com/	Call or schedule appointment online
<u>Location: Buellton</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Skunk Bear Laserworks	900 McMurray Rd Ste 2, Buellton, CA 93427	(800) 765-4493	https://sblaserworks.com/	Call for appointment
<u>Location: Ventura</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Jag Bookkeepong Inc.	1767 Goodyear Ave Ste 104, Ventura, CA 93003	(805) 826-3231	https://jag-bookkeeping.com/	Call for appointment
<u>Location: Santa Maria</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Santa Barbara County Sheriff's Office	812-A West Foster Rd, Santa Maria, CA 93455	(805) 934-6175	www.sbsheriff.org/home/fingerprinting	Call or schedule appointment online
Centro de Latino Services	313 E Plaza Dr Ste B15, Santa Maria, CA 93454	(805) 614-7595	https://www.centro4latinos.com/	Call or schedule appointment online
Local Copies Etc. Inc.	1500 S Broadway, Santa Maria, CA 93454	(805) 928-5776	https://localcopies.com/	Call for appointment
Santa Maria Police Department	1111 W Betteravia Rd, Santa Maria, CA 93455	(805) 928-3781	https://www.cityofsantamaria.org/	Call for appointment
<u>Location: Lompoc</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Lompoc Police Department	107 Civic Center Plaza, Lompoc, CA 93436	(805) 736-2341	https://www.cityoflompoc.com/	Call for appointment
Box Shop	740 N. H St, Lompoc, CA 93436	(805) 735-1567	https://www.boxshoplompoc.com/	Call for appointment
Lee Mobile Live Scan and Notary Services		(805) 291-1206	https://www.805mobilelivescan.com/	Call for appointment
<u>Location: Carpinteria</u>	<u>Address</u>	<u>Telephone</u>	<u>Website</u>	<u>Information</u>
Reliant Notary Services	4915 Carpinteria Ave Ste G, Carpinteria, CA 93013	(805) 220-6999	https://reliantnotaryservices.com/	Call for appointment

Disclaimer:

Information listed does not include all fingerprinting agencies in the area. All information is gathered for your convenience, but we strongly recommend doing your own research. Please contact the live scan provider for information on operating hours, fees, and location information.

Please note that agencies may collect additional rolling fees or other provider fees. Fees may differ between providers.

All applicants must present current and valid photo identification to the live scan operator.