



Application for Business Permit – Pawnbroker SBMC 5.44

Applicant Name

Applicant Title

Business Name

Submission Date

This application includes the following:

- Business and Owner Information Form (page 3)
- Disclosure of Criminal History Form (page 4)
- Authorization to Release Information (page 5)
- Instructions for Drawings (page 6)
- Proposed Permit Use Clearance Form – Building & Safety (page 7)
- Proposed Permit Use Clearance Form – Planning (page 8)
- Proposed Permit Use Clearance Form – Public Works (page 9)
- Proposed Permit Use Clearance Form – Fire Prevention (page 10)
- Finance & Police Use Only Form (page 11)
- Notice to Staff and Applicants (page 12)
- Santa Barbara Municipal Code 5.44 (page 13)
- State of California Request for Live Scan Services (Department of Justice pages 1-4)

The following forms included in this application must be completed:

- ☐ Business and Owner Information (page 3)
- ☐ Disclosure of Criminal History (page 4)
- ☐ Authorization to Release Information (page 5)
- ☐ Proposed Permit Use Clearance Form – Building & Safety (page 7)
- ☐ Proposed Permit Use Clearance Form – Planning (page 8)
- ☐ Proposed Permit Use Clearance Form – Public Works (page 9)
- ☐ Proposed Permit Use Clearance Form – Fire Prevention (page 10)
- ☐ State of California Request for Live Scan Services (Department of Justice pages 1-4)



In addition to completing the forms within this application, provide the following:

- ☐ Pawnbroker Surety Bond and/or Financial Statement per State Financial Code, Section 21303-21304
- ☐ Certificate of training completion from the [California Pawn Academy](#) (effective 1/1/26)
- ☐ Site drawings, including site plans and floor plans (see page 6 for instructions)
- ☐ Copy of the front and back of applicant's driver's license, I.D., or passport
- ☐ A copy of your Seller's Permit
- ☐ A check for **\$300.00** made payable to *Department of Justice*

Submit Your Application and Schedule an Appointment:

- ☐ File the California Application for Secondhand Dealer or Pawnbroker License at the following link:
<https://capss-licensing.doj.ca.gov/public/applications/new?ori=CA0420300>
- ☐ Email this completed application and additional documents as a single pdf file to
AccountsReceivable@SantaBarbaraCA.gov
- ☐ [Make an appointment with the City of Santa Barbara](#) to remit a payment of **\$210.00**
Payment can be made in person or sent via mail. Email the contact above for more information.
- ☐ Make an appointment with a [Live Scan Provider](#) to get fingerprinted and have a background check performed. Additional fees will apply with the Live Scan Provider.



Business Information

Business Name/DBA: _____

Physical Address: _____

Mailing Address: _____

Email: _____

Phone: _____ Website: _____

Tax ID (FEIN or SSN): _____ Seller's Permit # (if applicable): _____

Business Start Date: _____ Application Submission Date: _____

Owner Information

Owner Name: _____

Physical Address: _____

Mailing Address: _____

Email: _____

Phone Number: _____

Driver's License/ID #: _____ Issuing State: _____ Date of Birth: _____

Describe the scope of your business activity:



Disclosure of Criminal History

Provide a complete history of all arrests. For each arrest, include the approximate date, the city and state where it occurred, and the reason for the arrest. Failure to list all arrests may result in a denial of your application. Attach a separate sheet if more space is needed. If there is no arrest history, write "N/A".

Date of Arrest: _____ Place (City, State): _____

Reason: _____

Date of Arrest: _____ Place (City, State): _____

Reason: _____

Date of Arrest: _____ Place (City, State): _____

Reason: _____

Date of Arrest: _____ Place (City, State): _____

Reason: _____

Are you on probation or parole? Check: Yes No Charge:

Are you required to register pursuant to penal code section 290? Check: Yes No

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.

Signature

Date



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."

Applicant Name

Applicant Signature

Date



Instructions for Drawings

For Submission to Community Development Department – Building and Safety Division

1. Site Plan with the following information and drawn in 1/8 or 1/4 inch scale:
 - a. Lot Size.
 - b. All structures with building dimensions.
 - c. Show exits from subject structure and path of travel to the public way.
 - d. Number of existing parking spaces.
 - e. Indicate location and height of all walls and fences.
 - f. Any bicycle parking locations that serve the proposed site.
2. Floor Plan with the following information and drawn in 1/8 or 1/4 inch scale (you may also use an existing architectural floor plan of the building):
 - a. Identify size in square feet and use of all rooms/areas.
 - b. Calculate the occupant loads (using California Building Code) for egress and minimum plumbing fixture requirements.
 - c. Provide location and type of existing and proposed exit signs and illumination.

Any establishments with occupant loads in excess of 50 persons shall be equipped with internal or external illumination or self-luminous type exit signs.



Proposed Permit Use Clearance Form

Community Development Department – Building and Safety Division

Location: City of Santa Barbara Community Development, 630 Garden Street, Santa Barbara, CA 93101

Business hours: Monday, Tuesday, Thursday 8:30am to 12:00pm; Wednesday 8:30am to 5:00pm

Phone: (805) 564-5485

Email: CDBuildingCode@SantaBarbaraCA.gov

Please present this completed form at the above address:

The person named below is applying to the City for a permit to conduct business that requires Building and Safety Division approval. Please review to determine the proposed or current site meets requirements for this type of business.

Application for New Business Permit – Pawnbroker SBMC 5.44

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Submission Date

Physical Address: _____

Mailing Address: _____

Email: _____

Phone: _____ Business Start Date: _____

Community Development Department Use Only

To be completed by Building Official

Approval of Permit Application: _____ Date: _____

Denial of Permit Application: _____ Date: _____

Comments: _____



Proposed Permit Use Clearance Form

Community Development Department – Planning Division

Location: City of Santa Barbara Community Development, 630 Garden Street, Santa Barbara, CA 93101

Business hours: Monday, Tuesday, Thursday 8:30am to 12:00pm; Wednesday 8:30am to 5:00pm

Phone: (805) 564-5470 **Email:** PlanningCounter@SantaBarbaraCA.gov

Please present this completed form at the above address:

The person named below is applying to the City for a permit to conduct business that requires Building and Safety Division approval. Please review to determine the proposed or current site meets requirements for this type of business.

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Business Name

Submission Date

Physical Address: _____

Mailing Address: _____

Email: _____

Phone: _____ Business Start Date: _____

Community Development Department Use Only

To be completed by Zoning Official

Approval of Permit Application: _____ Date: _____

Denial of Permit Application: _____ Date: _____

Comments: _____



Proposed Permit Use Clearance Form

Public Works Department

Location: City of Santa Barbara Public Works, 630 Garden Street, Santa Barbara, CA 93101

Business hours: Monday, Tuesday, Thursday 8:30am to 12:00pm; Wednesday 8:30am to 5:00pm

Phone: (805) 564-5485

Email: CDBuildingCode@SantaBarbaraCA.gov

Please present this completed form at the above address:

The person named below is applying to the City for a permit to conduct business that requires Building and Safety Division approval. Please review to determine the proposed or current site meets requirements for this type of business.

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Business Name

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Physical Address: _____

Mailing Address: _____

Email: _____

Phone: _____ Business Start Date: _____

Community Development Department Use Only

To be completed by Building Official

Approval of Permit Application: _____ Date: _____

Denial of Permit Application: _____ Date: _____

Comments: _____



Proposed Permit Use Clearance Form

Fire Department – Fire Prevention Office

Location: City of Santa Barbara Fire Prevention Office, 925 Chapala Street, Santa Barbara, CA 93101

Business hours: Monday through Friday 8:30am to 5:00pm, except holidays

Phone: (805) 564-54702 **Email:** FireInspectors@SantaBarbaraCA.gov

Please present this completed form at the above address:

The person named below is applying to the City for a permit to conduct business that requires Fire Department approval. Please review to determine the proposed or current site meets requirements for this type of business.

Application for New Business Permit – Pawnbroker SBMC 5.44

Applicant Name

Applicant Title

Business Name

Submission Date

Physical Address: _____

Mailing Address: _____

Email: _____

Phone: _____ Business Start Date: _____

Fire Department Use Only

To be completed by Fire Inspector

Approval of Permit Application: _____ Date: _____

Denial of Permit Application: _____ Date: _____

Approved Occupant Load: _____

Comments: _____



Finance Department Use Only

To be completed by Accounts Receivable staff

Permit Type:_____

Applicant Name:_____

Application Received by:_____Date:_____

Application Paid Amount:_____Date:_____

Police Department Use Only

To be completed by Police Permit Investigator

City of Santa Barbara Police Department records check on applicant:

- ☐ Versadex
- ☐ CLETS Check
- ☐ Local criminal history check and review of live scan results from the D.O.J.

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

Recommendations:

Completed By:_____Date:_____

Chief of Police

Approval of Permit Application:_____Date:_____

Denial of Permit Application:_____Date:_____



To: Chief of Police, Sheriff, and Secondhand Dealer/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 nonrevocable 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 nonrevocable 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.



Santa Barbara Municipal Code Chapter 5.44

§ 5.44.010 Definitions

"Pawnbroker" means any person commencing, conducting or carrying on or purporting to carry on the business of loaning money for him or herself, or for any other person, upon personal property, personal security, pawns or pledges, or the business of purchasing articles or personal property and reselling, or agreeing to resell, such articles to the vendors or their assignees, at prices agreed upon at or before the time of such purchase.

§ 5.44.020 Permit and Tax Required.

It is unlawful for any person to engage in, conduct, manage or carry on or purport to carry on in the City, the business of pawnbroker, secondhand dealer, junk dealer or junk collector without first applying for and receiving a permit, in writing from the Chief of Police and without first paying any applicable taxes as provided in Chapter 5.04. Said permit shall be valid for one year and shall be renewed each successive year.

§ 5.44.030 Application for Permit, Fees.

Any person desiring to obtain a permit to conduct or carry on any business mentioned in Section 5.44.010 shall file an application in writing therefor with the Chief of Police, specifying, by street and number, the place where such business is proposed to be conducted or carried on. Such application shall be signed by the applicant and shall contain the address of such applicant. The Chief of Police is authorized to charge fees to pay for Department of Justice charges for processing of applications for permits and licenses authorized by this code or State law.

§ 5.44.040 Issuance of Permit - Permit Prerequisite to Payment of Tax.

No permit to commence or conduct or carry on any business mentioned in Section 5.44.010 shall be granted by the Chief of Police to a person who fails, refuses, or neglects to comply with the laws or ordinances relating to and regulating the business for which such permit is sought. The Tax and Permit Inspector shall not accept payment of a tax from any person to conduct or carry on the business of pawn-broker, secondhand dealer, junk dealer or junk collector until the Chief of Police shall have granted a permit therefor.



§ 5.44.150 Records to be Kept.

Every pawnbroker, secondhand dealer, junk dealer and junk collector shall keep a complete record of all goods, wares, merchandise or things pledged to or purchased or received by him or her, which record shall contain all of the matters required to be shown in the reports referred to and described in this chapter. Every such record and all goods, wares, merchandise and things pledged to or purchased or received by any such pawnbroker, secondhand dealer, junk dealer or junk collector shall be open at all times during business hours to the inspection of any law enforcement officer.

§ 5.44.180 Holding Period Before Sale or Disposition - for Pawnbrokers and Secondhand Dealers.

No pawnbroker or secondhand dealer shall sell or otherwise dispose of any article or thing within 30 days after such article or thing has been purchased or received by such pawnbroker or second-hand dealer, except when the Chief of Police, for good cause, authorizes prior disposition with prior written authorization. During the required holding period, the article or thing so purchased shall not be altered, changed or defaced and shall remain and be during the period in the same condition as when purchased or received by the pawnbroker or secondhand dealer.

§ 5.44.220 Dealings with Minors.

No pawnbroker, secondhand dealer, junk dealer or junk collector shall purchase, or receive on deposit, or accept as a pledge any goods, wares, merchandise or anything whatsoever from, or make a loan to any person under the age of 18 years.

§ 5.44.250 Unlawful Acts.

It is unlawful for any person engaged in conducting, managing or carrying on the business of pawnbroker, secondhand dealer, junk dealer or junk collector or for any agent or employee of any such person to fail, refuse or neglect to file any report in the form, in the manner, at the time and in all respects in accordance with the requirements of this chapter, or to fail, refuse or neglect to keep a record in the form and in the manner required by this chapter, or to fail, refuse or neglect to exhibit to any law enforcement officer, immediately upon demand for the privilege of such inspection, any such record or any goods, wares or merchandise or things pledged to or purchased or received by such person.