



## **SPECIAL LICENSE APPLICATION AND INFORMATION OUTLINE**

### **PAWNBROKER, SECONDHAND DEALER, JUNK DEALER**

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**T**his outline provides you with information on how to apply for a Special License: Pawnbroker, Secondhand Dealer, Junk Dealer. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **SPECIAL LICENSE: PAWNBROKER, SECONDHAND DEALER, JUNK DEALER** application. Should you have any questions, please contact the Planning Division at (760)369-6575 x317 or x328. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Drive off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:

<http://www.yucca-valley.org/departments/planning.html>

#### What is a Special License?

A Special License provides approval for certain uses to be allowed in certain zones in addition the uses that are specifically permitted or to allow for uses that may require an additional level of review.

Pawnbroker, Secondhand Dealer or Junk Dealer licenses are regulated by *Section 41.02 et al* of the Town of Yucca Valley Municipal Code. A license issued by the Town of Yucca Valley will authorize the licensee to operate as a pawnbroker, secondhand dealer, or junk dealer at the location designated on the permit. There shall be no activity until the license is issued.

#### Pawnbroker

A Pawnbroker License allows the applicant to lend money on personal property, pawns, or pledges in the possession of the lender, or purchase articles of personal property and resell such articles to the vendors at prices agreed upon at the time of such purchase.

#### Secondhand Dealer

A Secondhand Dealers License allows the applicant to engage in buying, selling, trading, accepting for sale on consignment, accepting for auctioning or auctioning secondhand personal property.

**Town of Yucca Valley  
Community Development Department  
Planning Division  
58928 Business Center Drive  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)**

## Junk Dealer

A Junk Dealer License allows the applicant to operate a fixed place of business where secondhand hand or used items are gathered together, stored, purchased or kept for shipment, sale or transfer.

## Who reviews the Special License?

Special License, Pawnbroker, Secondhand Dealer, Junk Dealer permits are review by Planning Division staff and forwarded to the Town Council for approval. The application is forwarded to the San Bernardino County Sheriff's Dept. for review.

## Fees

The fee for processing a massage license must be paid to the Town at the time the application is filed. The fees for special licenses are as follows:

Junk Dealer	\$293
Junk Dealer Renewal	\$ 93
Pawnbroker	\$293
Pawnbroker Renewal	\$ 93
Secondhand Dealer	\$171

## Submittal Requirements

To apply for a Special License, the following information shall be submitted along with the completed application form:

- Copy of any court judgment rendered against the applicant.
- Copy of State sales tax permit
- Copy of State Pawnbroker License, if applicable
- Two front face portrait photographs (at least two inches by two inches in size), taken within thirty days of the submittal.
- Letter of authorization from the property owner, if applicable



# Special License Permit Application

Date Receive _____
By _____
Fee _____
Case # _____

- Pawnbroker       Secondhand Dealer       Junk Dealer  
 New       Renewal

## General Information

**APPLICANT** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ State \_\_\_\_\_

**REPRESENTATIVE** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Project Information

Business Name \_\_\_\_\_ Assessor Parcel Number(s) \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Resale Number: \_\_\_\_\_  
 (Board of Equalization)  
 Applicant Signature \_\_\_\_\_  
 Property Owner Signature \_\_\_\_\_

**Owner/Applicant Authorization**

**Applicant/Representative:** I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. All documents, maps, reports, etc., submitted with this application are deemed to be public records. I/We further understand that the Town might not approve the application as submitted or might set conditions of approval. Further, I understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner/ Authorized Agent:** I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval I hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. I am hereby authorizing

\_\_\_\_\_ to act as my agent and is further authorized to sign any and all documents on my behalf.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_