



City of Burbank
Community Development Department
150 North Third Street, P.O. Box 6459, Burbank, California, 91510-6459
www.burbankca.gov

BUSINESS LICENSE RENEWAL INSTRUCTIONS: SECONDHAND DEALERS

Your City of Burbank Secondhand Dealer License expires every June 30. Renewal bills are mailed during the month of June, and payment is delinquent if not received by July 31. Your state license must be active in the California Pawn and Secondhand Dealer System (CAPSS) in order for the Police Department to approve your Burbank license application. Once the Police Department has approved the application, Building & Safety Division may issue your license certificate. For questions about your Burbank Business License, please contact Building & Safety Division at 818-238-5280 or the Burbank Police Department at 818-238-3333.

THANK YOU,

BUILDING & SAFETY DIVISION
Community Development Department
