



City of Burbank  
Community Development Department  
150 North Third Street, P.O. Box 6459, Burbank, California, 91510-6459  
[www.burbankca.gov](http://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

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City of Burbank  
Community Development Department  
**BUILDING & SAFETY DIVISION**  
150 N. Third Street, Burbank, CA 91502  
818-238-5280

**PAWNBROKER OR SECONDHAND DEALER LICENSE RENEWAL APPLICATION**

Burbank Municipal Code 3-4-1001

PLEASE PRINT

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

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address if Different: \_\_\_\_\_

\_\_\_\_\_

Owner Residence Address: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

Have you had a conviction, forfeiture of bond, or plea of nolo contendere upon any criminal violation or City ordinance violation (except minor traffic violations) within the last three (3) year period?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, complete the following:

Court location of the above: \_\_\_\_\_

Specific charge: \_\_\_\_\_

Sentence imposed: \_\_\_\_\_

I hereby authorize the City of Burbank, its agents and employees to seek information and conduct an investigation into the truth of the statements set forth in this application. Also, I hereby acknowledge that the foregoing information provided by me is true and correct under penalty of perjury. I further understand any false or withheld information is grounds for denial or revocation of this business license or permit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_