



# San Jose Police Department Permits Unit

## Online Permit Application Guide

Welcome to the San Jose Police Department's online permit application guide. Using this system, you can submit an application for a permit online from the convenience of your home or office, 24 hours a day.

### BE PREPARED

Prior to starting your application, we recommend you review the section "What do I need" below to gather all the documents required for the permit.

The San Jose Municipal code has different requirements such as new and renewal application deadlines. We encourage applicants to review the municipal code to become familiar with these requirements. Title 6 details the permit and license procedures by permit type.

[Click Here for the Municipal Code](#)

### APPLICATION FEE

Permits will not be processed until payment is received. After submitting your application, call to pay by credit card or a check made payable to the City of San Jose. Mail check to our office: **San Jose Police Department - Permits Unit, 201 W Mission St., San Jose, CA 95110**. Fees are non-refundable. Permits are non-transferable. [Click here for the current permit fee schedule](#)

### WHAT DO I NEED?

Each permit has different document requirements. Click on the permit below for the required documents. The online system will accept image files and pdf documents.

### PERMIT TYPE:

[Bingo](#)

[Block Party](#)

[Canvasser](#)

[Close-Out Sale](#)

[Dance Hall](#)

[Ice Cream Truck Inspection](#)

[Ice Cream Truck Vendor](#)

[Lost or Damaged ID Card](#)

[Entertainment Business](#)

[Event Promoter](#)

[Massage](#)

[Parade](#)

[Pawn Broker / Secondhand Dealer](#)

[Peddler – Mobile and Fixed](#)

[Pool Hall](#)

[Press Pass](#)

[Secondary Employment](#)

[Street Closure](#)

[Taxi Company](#)

[Taxi Driver](#)

[Taxicab Inspection](#)

[Private Property Tow](#)

[Tow Company](#)

[Tow Driver](#)



# San Jose Police Department Permits Unit

## How to Apply:

1. Click on “Apply for a Permit Online” to be taken to the application form



Apply for a Permit  
Online

2. Select the Permit you are applying for in the drop-down box labeled “Permit Type”

Permit Type \*  
Select the Permit

-- Select one --

3. Under Application type drop down box, identify if this is a new or renewal application.

Application Type \*

-- Select one --

4. Provide your information under the title Applicant Information.

### Applicant Information

First Name \*

Last Name \*

Applicant Email Address \*

123@abc.com

Applicant Phone Number \*



# San Jose Police Department Permits Unit

5. If your permit is related to a business or non-profit, provide the company information below the section titled Business/Organization Information.

## Business / Organization Information

Is the permit related to a business, non-profit or to be employed by a business? \*

-- Select one --

6. Select Next at the bottom of the form to move to the next section. You can select "Back" to revisit a section or select the section you wish to work on by clicking on the section label on the top of the form.

Save

Back

Next

7. To save your progress, scroll to the top of the form, select "Captcha." Check the box "I'm not a robot" and click "Save" on the bottom. We recommend saving your form periodically, so the information is not lost.

Applicant Information Documents Agreement Signature **Captcha**

Captcha

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

Save Print Back Submit

8. You may select "**Continue Editing**" to continue filling out the permit or add your email address to receive a link and complete the application at a later time.

### Workflow Info

Form has been saved. To view saved workflow - follow this [link](#).  
To send this link to your email address, fill in your email below and click Send.

Email Address:

Continue Editing

Send



## San Jose Police Department Permits Unit

9. After completing the application and uploading all of the documents go to the "Captcha/Save tab." Print your application for your records and then click on "Submit"

A screenshot of the San Jose Police Department Permits Unit application form. The form has four tabs: "Applicant Information", "Documents", "Agreement Signature", and "Captcha". The "Captcha" tab is selected and highlighted with a red circle. Below the tabs, there is a "Captcha" section with a green checkmark and the text "I'm not a robot". To the right of this is a reCAPTCHA logo with links for "Privacy" and "Terms". Below the captcha section are four buttons: "Save", "Print", "Back", and "Submit". The "Submit" button is circled in red.

10. After submitting your application, you will receive an email notification which will include a unique permit application number (**PDPA-XXXXXX**). You can reference this number when contacting the permits staff.

### REQUEST MORE INFORMATION

During the application process the permit staff may request more information from you. You will receive an email with the request and a link to your application. Click on the link, complete the requested information and resubmit the application.



# San Jose Police Department Permits Unit

## Required Documents

### Bingo:

- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click here to Download](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location: [Click Here to See Locations](#)
- **Photograph for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.
- **Planning Department Zoning Letter and Conditional Use Permit:** Zoning verification letter of compliance and Conditional Use Permit from the City of San Jose's Planning Department located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408-535-3555).
- **Property Lease or Deed:** A copy of your lease or deed for the building or space occupied for Pool and Billiards.
- **Fire Department Safety Permit and Occupancy Load Report:** A copy of the Fire Department Safety Permit (including Occupancy Load Report/diagram signed and dated by the Fire Marshal) issued by the San Jose Fire Department, 200 E. Santa Clara St., San Jose, CA (408) 535-7750)
- **County Health Permit:** A copy of your valid health permit from the Santa Clara County Health Department, 1555 Berger Road, San Jose (408) 918-3400
- **Tax Exemption:** A copy of your tax-exempt letters from the IRS and State Franchise Tax Board

### Block Party:

- **Signed Petition:** Submit a petition signed by each resident affected by the closure within barricade locations. Petition must have original signatures. Copies of last year's signatures will not be accepted. [Download the Block Party Petition](#)
- **Computer Generated Map:** Include a computer-generated map of area (showing streets to be barricaded and the location of the barricades).



# San Jose Police Department Permits Unit

## Canvasser:

- **Business Tax Certificate:** Submit a copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid Driver's License or Government Issued ID card.
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click here to Download](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location: [Click Here to See Locations](#)
- **Photograph for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.

## Close-Out Sale:

- **Business Tax Certificate:** Submit a copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **Inventory List:** A copy of your inventory or manifest list of remaining inventory listing description, quantity, and pricing.
- **Photographs of Signs:** Upload photographs of signs or advertisements used in the sale of the business. Photos may be taken with a cell phone.

## Dance Hall:

- **Business Tax Certificate:** Submit a copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid driver's license or government issued ID card.
- **County Health Permit:** A copy of your valid health permit from the Santa Clara County Health Department, 1555 Berger Road, San Jose (408) 918-3400



## San Jose Police Department Permits Unit

- **Fire Department Safety Permit and Occupancy Load Report:** A copy of the Fire Department Safety Permit (including Occupancy Load Report/diagram signed and dated by the Fire Marshal) issued by the San Jose Fire Department, 200 E. Santa Clara St., San Jose, CA (408) 535-7750)
- **ABC License and Conditions:** A full copy of the Alcohol Beverage Control (ABC) license and a copy of all conditions attached to the license. Issued by Alcohol Beverage Control – District office, 100 Paseo de San Antonio, San Jose (408) 277-1200.
- **Planning Department Zoning Letter and Conditional Use Permit:** Zoning verification letter of compliance and Conditional Use Permit from the City of San Jose's Planning Department located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408-535-3555).
- **Property Lease or Deed:** A copy of your lease or deed for the building or space occupied for Pool and Billiards.
- **Property Owner Authorization:** A signed letter from your property owner authorizing the use of the building/property as a Dance Hall.
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click here to Download](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location: [Click Here for Locations](#)

### Entertainment Business/ Event Promoter:

- **ABC License and Conditions:** A full copy of the Alcohol Beverage Control (ABC) license and a copy of all conditions attached to the license. Issued by Alcohol Beverage Control – District office, 100 Paseo de San Antonio, San Jose (408) 277-1200.
- **Business Tax Certificate:** Submit a copy of valid Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **Business Operations Plan:** A current business operations plan (including an explanation of the type of business and a vision of what the business will be, a description of the type of the entertainment that will be offered, a security plan, a schematic of the business interior, and any other information that is pertinent to the operations of the business).
- **County Health Permit:** A copy of the health permit, issued by Health Department, 1555 Berger Dr., San Jose (408) 918-3400.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **Fire Department Safety Permit and Occupancy Load Report:** A copy of the Fire Department Safety Permit (including occupancy maps which are



## San Jose Police Department Permits Unit

signed and dated by the Fire Marshal) issued by San Jose Fire Department, 200 E Santa Clara, San Jose (408) 535-7750.

- **Letter from Property Owner:** A letter from the property owner that states they agree with the business plan for the property.
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click Here to Download the Livescan Form](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location, go to the link: [Click Here to See Locations](#)
- **Photograph for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.
- **Planning Department Conditional Use Permit:** A current Conditional Use Permit issued by City Hall Planning, 200 E Santa Clara St., 3rd Floor, San Jose (408) 535-3555.
- **Planning Department Zoning Letter:** All entertainment businesses must obtain a zoning verification letter of compliance from the City of San Jose's Planning Department located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408-535-3555).
- **Release of Information Waiver:** [Click Here to Download.](#)
- **Property Lease or Deed:** A copy of a valid lease or copy of the property deed, (if site owned by business) where the business will be located.

### Ice Cream Truck Inspection:

- **Vehicle Registration:** A copy of a valid DMV vehicle registration for the ice cream truck.
- **Vehicle Insurance:** A copy of the insurance policy for the ice cream truck verified by Risk Management Division. The City of San Jose must be listed as "Additional insured". For verification contact The Finance Department City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7000.
- **Photograph of Ice Cream Truck:** Upload photographs of exterior (all sides) and interior of ice cream truck. Photo may be taken with a cell phone.

### Ice Cream Truck Vendor:

- **Business Tax Certificate:** Submit a copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **County Health Permit:** A copy of your valid health permit from the Santa Clara County Health Department, 1555 Berger Road, San Jose (408) 918-3400
- **Driver's License:** A color copy of a valid driver's license.





## San Jose Police Department Permits Unit

- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. **Fill out the Application Information section** of the **Request for Live Scan form** [Click here to Download](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location: [Click Here to See Locations](#)
- **Photograph for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.

### Lost or Damaged ID Card:

- **Police Report:** Upload a copy of your police report. The report will need to be filed with the City where the ID was lost. Damaged ID's do not require a police report. The damaged ID will need to be exchanged for a new one.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid driver's license or government issued ID card.

### Massage Business Permit:

- **Building Floorplan:** Include a drawing of the interior of the massage establishment. Wall dimensions will need to be included. Label all rooms (lobby, restroom, breakroom, massage rooms, steam room, etc.).
- **Business Tax Certificate:** Submit a copy of valid Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **CAMTC ID Cards:** Submit a color copy of valid California Massage Therapy Council Identification card for all individuals performing massages for the business.
- **CAMTC Certifications:** Submit a color copy of California Massage Therapy Council certification for all individuals performing massages for the business.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **Fire Department Safety Permit and Occupancy Load Report:** A copy of the Fire Department Safety Permit (including occupancy maps which are signed and dated by the Fire Marshal) issued by San Jose Fire Department, 200 E Santa Clara, San Jose (408) 535-7750.
- **Letter from Property Owner:** A letter from the property owner that states they agree with the business plan for the property.
- **Liability Insurance:** A copy of professional liability insurance certificate or massage malpractice insurance, with name of business on certificate and the City of San Jose as a certificate holder in the amount of \$1,000,000. This must be filed with the City of San Jose's Risk Management Department at the time of application (408) 975-1438.
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals



## San Jose Police Department Permits Unit

of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Download Live Scan Request Form](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location, go to the link: [Click Here to See Locations](#)

- **Photograph for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.
- **Photographs of the Building:** Include color photos of the exterior (front, sides, and rear) and the interior of the building. Photos should include all rooms (lobby, restroom, breakroom, massage rooms, steam room, etc.).
- **Planning Department Zoning Letter:** All massage businesses must obtain a zoning verification letter of compliance from the City of San Jose's Planning Department located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408-535-3555).
- **Property Lease or Deed:** A copy of a valid lease or copy of the property deed, (if site owned by business) where the business will be located.
- **Therapists Government ID Cards:** Submit a color copy of a valid Government issued ID card for all employees of the business.
- **Therapists Massage School Diploma or Certificate of Graduation:** Submit a color copy of massage school diploma or certificate of graduation certifying successful completion of 100-hour course of instruction from a Recognized School or Massage pursuant to CA Business and Professions Code Section 4601.
- **Therapists Professional Liability Insurance Certificate or Massage Malpractice Insurance:** Submit a valid copy of massage therapist liability insurance certificate for all individuals performing massages for the business.

### Parade/ Street Closure:

- **Diagram:** Provide a detailed, accurate and complete diagram of the proposed use (i.e., street names, areas to be closed off, route of event, etc.).
- **Liability Insurance / Vehicle Insurance:** A copy of the insurance policy for GENERAL LIABILITY INSURANCE covering the event and including the City of San Jose, its employees, officers, agents and contractors as additional insured must be presented to and approved by Risk Management at 200 E. Santa Clara St, San Jose, CA 95113 (408) 535-7061. MINIMUM AMOUNT OF LIABILITY COVERAGE MUST BE: \$1,000,000.00 and if pyrotechnics are to be used the minimum is \$2,000,000.00.

### Secondhand Dealer/ Pawn Broker Application:

- **Business Tax Certificate:** Submit a valid copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **Business Regulatory Permit:** The permit can be obtained through the City's Finance Department. [Click Here for the website.](#)



## San Jose Police Department Permits Unit

- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **Surety Bond (Pawnbroker only):** \$20,000 Surety Bond (copy) or a certified financial statement indicating \$100,000 in liquid assets.

**New Owners must register on CAPSS and submit a completed Livescan Request Form:**

[Click Here to Register on CAPSS](#)

[Click Here to Download the User Guide for CAPSS](#)

- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click Here to Download the Livescan Form](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location, go to the link: [Click Here for Livescan Locations](#)

### Peddler:

- **Business Tax Certificate:** Submit a valid copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **County Health Permit:** If selling food, submit a valid copy of the health permit, issued by Health Department, 1555 Berger Dr., San Jose (408) 918-3400.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **Liability Insurance:** A copy of valid commercial general liability (\$500,000 minimum, City of San Jose as additional insured).
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click Here to Download the Livescan Form](#), and bring (3) copies of the form to the Live Scan location. To select a Live Scan location, go to the link: [Click Here for Livescan Locations](#)
- **Photograph(s) for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.



## San Jose Police Department Permits Unit

- **Photograph of Vendor Cart:** Submit color photos of front, rear, and side of vendor cart.
- **Photograph of Vehicle:** Submit color photos of front, rear, and side of Vehicle.
- **Vehicle Insurance:** Submit a copy of valid vehicle insurance certificate.
- **Vehicle Registration:** Submit a copy of valid vehicle registration.

### Pool Hall:

- **Business Tax Certificate:** Submit a copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **County Health Permit:** A copy of your valid health permit from the Santa Clara County Health Department, 1555 Berger Road, San Jose (408) 918-3400
- **Fire Department Safety Permit and Occupancy Load Report:** A copy of the Fire Department Safety Permit (including Occupancy Load Report/diagram signed and dated by the Fire Marshal) issued by the San Jose Fire Department, 200 E. Santa Clara St., San Jose, CA (408) 535-7750)
- **ABC License and Conditions:** A full copy of the Alcohol Beverage Control (ABC) license and a copy of all conditions attached to the license. Issued by Alcohol Beverage Control – District office, 100 Paseo de San Antonio, San Jose (408) 277-1200.
- **Planning Department Zoning Letter:** Zoning verification letter of compliance from the City of San Jose's Planning Department located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408-535-3555).
- **Property Lease or Deed:** A copy of your lease or deed for the building or space occupied for Pool and Billiards.
- **Photographs of Building:** Upload photographs of exterior and interior of the building. Photos may be taken with a cell phone.
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click here to Download](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location: [Click Here to See Locations](#)
- **Photograph for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.



# San Jose Police Department Permits Unit

## Press Pass:

- **Driver's License or other Government Approved ID Card:** A valid color copy of a valid Government issued ID card for all employees of the business are required.
- **Photograph(s) for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.
- **Proof of Employment:** Submit a letter verifying employment of applicant on company letterhead.
- 

## Secondary Employment:

- **OPTIONAL:** Any written agreement(s) to be signed by the officer? If Yes, upload a copy of the agreement(s) in the documents tab.
- **OPTIONAL:** If you believe you are eligible for one of the two exemptions listed below from payment of the Secondary Employment Approval Fee, please provide written proof under the "Documents" tab with your application:
  1. Persons or organizations using city owned or controlled facilities, including, but not limited to, the Convention Center, the Center for Performing Arts, the Montgomery Theater, the Civic Auditorium Complex, the Arena, the Repertory Theater, city park facilities, and at outdoor public property owned or controlled by the city (SJMC Section 8.16.090(B)(1)).
  2. Persons or organizations required either by city contract or by city permit or license to contract with or employ San Jose police officers or reserve officers as traffic controllers or private security guards (SJMC Section 8.16.090(B)(2)).

## Private Property Tow:

### For ALL applicants:

- **Map of the Property:** A parcel map or Google satellite view of each parcel showing where the private property signs have been installed.
- **Photographs of the Posted Tow Signs:** A close-up\* and a distance photo of each installed sign showing the detailed information printed on the sign and the location of installation.

### Owner change or Tow company change:

- **Tow Company Contract:** Include copies of your new contract with the Tow Company showing the new owner's name.



# San Jose Police Department Permits Unit

## Taxi Company:

- **Business Financial Sworn Statement:** A current business financial sworn statement with profit/loss itemizations and balances.
- **Business Tax Certificate:** Submit a copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **Liability Insurance:** A copy of the insurance policy for the company and all vehicles verified by Risk Management Division. The City of San Jose must be listed as "Additional insured". For verification contact The Finance Department City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7000
- **List of Permitted Driver(s) information:** A list of all San Jose permitted drivers with date of birth, California Driver's license number, expiration date and SJPd driver permit number and expiration date.
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click Here to Download](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location: [Click Here to See Locations](#)
- **Planning Department Zoning Letter or Conditional Use Permit:** Zoning verification letter of compliance from the City of San Jose's Planning Department located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408-535-3555).
- **Vehicle Insurance:** Insurance policies for each vehicle.
- **Vehicle Registration:** Registration cards for each vehicle. The vehicle must be registered as commercial.
- **Vehicle list:** A list of all Vehicles used in San Jose, which includes:
  - Year, make and model of vehicles
  - Company taxicab numbers
  - VIN numbers and license plate numbers
  - Current mileage for each vehicle

## Taxi Driver:

- **Business Tax Certificate:** Submit a copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.





## San Jose Police Department Permits Unit

- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **Drug Test Result(s):** A copy of a negative drug test result. The sample collection date must be within the past 12 months from the date of application submission with the name of the intended employer on the form.
- **Live Scan Form(s) NEW DRIVER ONLY:** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click Here to Download](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location: [Click Here to See Locations](#)
- **Photograph for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.
- **Release of Information Form:** [Click Here to Download](#) the Authorization to Release Drug and Alcohol Test Results and upload a signed copy.
- **Taxi Driver Compliance Form:** [Click Here to Download](#) and upload a completed form.

### Taxicab Inspection:

- **Bureau of Automotive Repair Brake and Lamp Inspection:** The inspection can be obtained by a mechanic licensed by the California State Bureau of Automotive Repair.
- **Photographs of Vehicle(s):** Include photographs of the interior and the exterior.
- **San Jose Police Department Annual Taxi Inspection Form:** This form must be filled out by a mechanic licensed by the California State Bureau of Automotive Repair. [Click Here to Download.](#)
- **Weights and Measure Inspection Report:** The form can be obtained from the County of Santa Clara, Weights and Measure Dept. located at 1553 Berger Dr., Building 1, 2nd Floor, San Jose, CA 95112 (408)918-4601
- **Vehicle Insurance:** Insurance policies for each vehicle.
- **Vehicle Registration:** Registration cards for each vehicle.

### Tow Company:

- **Business Tax Certificate:** Submit a copy of your Business Tax Certificate issued by the Finance Dept. located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7055.
- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID card for all employees of the business are required.
- **Liability Insurance/ Vehicle Insurance:** A copy of the insurance policy for the company and all vehicles verified by Risk Management Division. The City of San Jose must be listed as "Additional Insured". For verification contact



## San Jose Police Department Permits Unit

The Finance Department City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408) 535-7000.

- **List of Permitted Driver(s) information:** A list of all San Jose permitted drivers with date of birth, California Driver's license number, expiration date and SJPD driver permit number and expiration date.
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form. As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click Here to Download](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location: [Click Here to See Locations](#)
- **Photograph for Permit ID Card:** Upload a color photograph of names listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.
- **Planning Department Zoning Letter:** Zoning verification letter of compliance from the City of San Jose's Planning Department located at City Hall, 200 E Santa Clara St., 1st Floor, San Jose (408-535-3555).
- **Vehicle Insurance:** Insurance policies for each vehicle.
- **Vehicle Registration:** Registration cards for each Vehicle.
- **Vehicle List:** A list of all Vehicles used in San Jose, which includes:
  - Year, make and model of vehicles
  - Company tow numbers
  - VIN numbers and license plate numbers
  - Current mileage for each tow vehicle

### Tow Driver:

- **Driver's License or other Government Approved ID Card:** A color copy of a valid Government issued ID/Driver's License
- **Intent to Hire Letter:** Filled out by applicant and signed by manager/owner. [Download the Intent to Hire Letter](#)
- **Live Scan Form(s):** A copy of completed and signed fingerprint Live Scan form As part of the permitting process and background check, all individuals of the business are required to be fingerprinted. Fill out the Application Information section of the Request for Live Scan form [Click Here to Download](#) and bring (3) copies of the form to the Live Scan location. To select a Live Scan location: [Click Here to See Locations](#)
- **Photograph for Permit ID Card:** Upload a color photograph of the person listed on the application, capturing from the top of the head to the mid-chest area. Photo may be taken with a cell phone.