

Alcoholic Beverage: License Application		
EFFECTIVE 7/01/2022	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$1,575	
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>	None	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>		
<b>\$1,575</b>		

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost. Forms are available at: <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html>, or the links below.

*Please follow all instructions carefully to avoid delays in processing.*

**APPLICANT:** Please note that the process to obtain a license to sell alcoholic beverages begins at the State of California Department of Alcoholic Beverage Control or (ABC). Please go to the ABC first and follow the ABC's instructions carefully to avoid delays in processing your application. The ABC will inform you about their process and provide you with instructions and the forms that they require to process your license application. If the ABC determines that additional determinations are required from the County of San Diego, the ABC will direct you to us.

**PART A:**

Each item below must be printed on paper, completed and have all required signatures.

- [California Department of Alcoholic Beverage Control form](#): **ONE (1)** copy (see Notes 2, 3).
- Public Notice Package (see [PDS-516](#) and [Note 7](#) below for specific requirements): **ONE (1)** copy.

- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy (see Note 1).
- [514 Public Notice Certification](#): **ONE (1)** copy.
- [524 Notice To Property Owners](#): **ONE (1)** copy.
- [655 Application for Determination of Public Convenience or Necessity](#): **ONE (1)** copy (see Note 1).

**PART B:**

All items below are for your information. Please do not bring in these items.

- [209 Defense and Indemnification Agreement FAQs](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)
- [906 Signature Requirements](#)
- [Policy I-121: Procedure for Determining Public Convenience or Necessity for Alcoholic Beverage License Applications](#)

**NOTES:**

**1. IMPORTANT:**

- A Registered Property Owner **MUST SUBMIT** a **Signed Letter of Authorization** for an Agent if;
  - An Authorized Agent signs the PDS-655 form and is not the registered owner of the parcel.
  - Or, the parcel is owned by two or more registered owners.
  - Or, not all of the registered owners are signing the PDS-655 form.
  - Or, the Authorized Agent is not the Financially Responsible Party.
  - Or, the parcel is owned by a Corporation.

**ADDITIONALLY:**

Financially Responsible Party **MUST SIGN** form PDS-126.

Financially Responsible Party **INFORMATION MUST MATCH EXACTLY** on form PDS-126

Authorized Agent **may sign** form PDS-655 **ONLY IF ATTACHED** to a **Signed Letter of Authorization**.

2. **PDS STAFF: DO NOT ACCEPT THE APPLICATION** unless the applicant submits: One (1) hard copy of the California Department of Alcoholic Beverage Control (ABC) form titled, **“Information And Instructions - Per Section 23958.4 B&P”**, this **MUST BE** completed by the (ABC) with Sections 1, 2, 3, and bottom of form properly filled in.
3. **APPLICANT: the form is obtained from the ABC at:**  
California Department of Alcoholic Beverage Control  
1350 Front Street, Room 5056  
San Diego CA 92101
4. Project goes to local Community Planning/Sponsor Group for recommendation.
5. If project is a violation, plans must have Code Compliance Officer’s stamp before accepting the application.
6. Your application package must be complete when you bring it in for submittal. The submittal process begins at the main “Check-In” counter on the first floor.
7. Notice of the application shall be given to all property owners within 1000’ (feet) from the applicant's property and a minimum of 50 different owners. For example, if 50 different property owners cannot be found within a 1000’ radius, the notice area shall be expanded until 50 property owners are available for notification. See table below for more details.

500’ Min. Distribution Distance of Public Notices; Min. of 20 Property Owners	1000’ Min. Distribution Distance of Public Notices; Min. of 50 Property Owners	1500’ Min. Distribution Distance of Public Notices; Min. of 100 Property Owners
<ul style="list-style-type: none"> <li>• Administrative Permits</li> <li>• Habitat Loss Permits</li> <li>• Minor Use Permits</li> <li>• Open Space Encroachment</li> <li>• Reclamation Plan</li> <li>• Site Plan (&lt;10,000 sq ft.)</li> <li>• Tentative Parcel Map</li> <li>• Variance</li> <li>• Wireless Facilities</li> <li>• Appeals of above projects</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural Preserve Establishment/ Disestablishment</li> <li>• Alcoholic Beverage License</li> <li>• Open Space Vacation</li> <li>• Tentative Map (&lt;50 lots)</li> <li>• Site Plan (&gt;10,000 sq ft)</li> <li>• Appeals of above projects</li> </ul>	<ul style="list-style-type: none"> <li>• General Plan Amendment</li> <li>• Rezone</li> <li>• Specific Plan Amendment</li> <li>• Major Use Permit</li> <li>• Tentative Map (&gt;50 lots)</li> <li>• Site Plan (&gt;25,000 sq ft)</li> <li>• Appeals of above projects</li> </ul>

8. Office Location and Hours:  
5510 Overland Avenue, Suite 110 (First Floor), San Diego, CA 92123.  
Monday - Friday: 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).
9. If you have any additional questions about the application, please email us at:  
[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)