

Alcoholic Beverage: License Application		
EFFECTIVE 7/01/2025		FEES*
		INITIAL DEPOSIT*
PDS PLANNING		\$1,857
STORMWATER		
DEHQ	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>		None
INITIAL DEPOSIT & FEE TOTAL		
\$1,857		

* 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 completed and saved as an electronic PDF file on a USB Flash Drive. Please name each PDF file on the USB Flash Drive based on the "Title or Type" of document being submitted (examples: Plot Plan, Resource Protection Study, Grading Plan). Please note: the USB Flash Drive will not be returned. **(See Note 8)**

- California Department of Alcoholic Beverage Control form: (see Notes 2, 3).
- Public Notice Package (see [PDS-516](#) and **Note 7** below for specific requirements):
- [126 Acknowledgement of Filing Fees and Deposits](#): (see Note 1).
- [514 Public Notice Certification](#):
- [655 Application for Determination of Public Convenience or Necessity](#): (see Note 1).

PART B:

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

- Public Notice Package (see [PDS-516](#) and **Note 7** below for specific requirements): **ONE (1)** copy.
- [514 Public Notice Certification](#): **ONE (1)** copy.
- [524 Notice To Property Owners](#): **ONE (1)** copy.

PART C:

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.

1000’ min. distribution distance of Public Notices; min. of 50 Property owners)
• Alcoholic Beverage License

- 8. Save each complete Study, Report, Plot Plan, Map, etc., as an electronic PDF file onto ONE (1) USB Flash Drive. Provide only ONE (1) USB Flash Drive. Submit only the requested files. Files CANNOT have any security restrictions or passwords.**
- 9. 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).
- 10. If you have any additional questions about the application, please email us at:**
PDSZoningPermitCounter@sdcounty.ca.gov