

**THE CITY OF DALTON
PAWNBROKER PERMIT APPLICATION INSTRUCTIONS
PROCESS FOR NEW APPLICATION**

1. Applicant Obtains A Pawnbroker Permit Application Form, Instructions On The Application Process, And A Copy Of The City Of Dalton's Code Of Ordinances Regarding Pawnbroker From The Office Of The City Clerk Located At 300 West Waugh Street, Dalton (Georgia)
2. Applicant Completes The Application And Has It Notarized.
3. Applicant Must Provide a Copy of Paid of Paid Property Tax i.e Real and or Personal Property for the Location to be Permitted for a Pawnbroker Permit. This Receipt Can Be Obtained From The Whitfield County Tax Commissioners Office.

Procedure

1. The City Clerk's Office Will Then Conduct A Criminal Investigation Of The Pawnbroker, employee, or any person having an ownership interest in a pawnshop, Etc. As Required In Section 26-253.
2. The City Clerk's Office Will Also Notify The Police Department, Building Inspector, Fire Marshall For Compliance of Applicable Codes, Statues, And Regulations The City As Required In Section In 26-252
3. After Completions Of The Investigations And Inspections Have Been Completed, The City Clerk's Office Will Place The Application On The Agenda Of The Public Safety Commission Meeting. The Public Safety Commission Meets Monthly On The 4th Tuesday Of Each Month. The Pawnbroker, Owner, Manager, Etc. Will Be Required To Appear At That Meeting, And The City Clerk's Office Will Notify Them As To The Date, Time And Location Of The Meetings.
4. The Public Safety Commission Will Then Review The Application And May Either Take Action on or Table the Application.
5. Upon Approval Of The Application By The Public Safety Commission, The Applicant, As Early As The Next Business Day, May Obtain The Permit. The Permit Fee Is \$50.00
6. Upon Denial Of The Application By The Public Safety Commission, The Applicant Shall Be Notified In Writing As Per Section 26-252(h)

Renewals

(1) Any person or entity holding a permit under this Article shall be required to renew the permit on or before the next January 15. Any permit not renewed by January 15 shall expire automatically and without notice at 12:01 a.m. on January 16. Any application for a new permit necessitated by the failure to timely renew shall be assessed a penalty in the amount of ten percent of the permit fee to cover administrative costs associated therewith.

(2) In the event an applicant for renewal of a pawnbroker permit has not paid all required city taxes on or before the end of the year in which they are due, then the renewal application shall not be accepted by the city clerk until all such taxes are paid and the applicant has presented proof of such payment.

- ❖ **The foregoing is only a summary provided for your convenience and may not be relied upon for compliance with the ordinance. Refer to Chapter 26 of the Revised Code of the City of Dalton for the current laws pertaining to Pawnbrokers.**