

AMMUNITION/FIREARMS LICENSE

ZONING

For further information call 311 or (215) 686-8686

All buildings must be in compliance with Philadelphia zoning laws. This includes change of use in existing buildings. For information on zoning approval, contact the L & I Zoning Unit at [REDACTED]

CERTIFICATE OF OCCUPANCY

New buildings and existing buildings where alterations were made must conform to the Philadelphia Building Code and may require that you obtain a Certificate of Occupancy. This determination is made by the L & I Building Unit at 686-2467.

LOCATIONS THAT ARE CURRENTLY LICENSED FOR THE SAME USE, NEED NO FURTHER ZONING APPROVAL OR CERTIFICATE OF OCCUPANCY.

Please do not pay license fee until you receive notification that your application has been approved. Use a single check or money order for all fees payable to City of Philadelphia.

HOW TO COMPLETE THIS FORM

This application must be submitted in triplicate, and hand delivered to the address on side one of this form.

Most questions on this form are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the form.

1. NAME OF OWNER—Fill in the name of the person, corporation or partnership to whom the license should be issued. Full names must be used. Initials and a last name cannot be accepted.

8. PHONE NUMBER—Fill in the daytime (9:00am — 5:00pm) telephone number of the person responsible for or knowledgeable of activity. **PHONE NUMBER MUST BE FILLED IN OR THE APPLICATION CANNOT BE PROCESSED.**

16. PHILA. BUSINESS TAX ACCOUNT NUMBER—This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. If you have other licenses from the City the one tax number serves for all. If you have never had a number assigned, leave blank and please fill out the enclosed Revenue Dept. **Application for Philadelphia Business Tax Account Number** (83-T-5). Any tax account previously opened for you which is unsettled or delinquent, will cause delay and may preclude the issuance of new licenses.

17. PHILA. BUSINESS PRIVILEGE LICENSE NUMBER—Fill in the license number if you already have one.

18. LICENSEE FEDERAL TAX IDENTIFICATION NUMBER— Fill in your federal tax number. For individuals it is the same as your Social Security Number. For other taxable or tax exempt entities, it is a number assigned by the Internal Revenue Service (IRS) for reporting purposes. **YOUR FEDERAL TAX IDENTIFICATION NUMBER MUST BE FILLED IN OR THE APPLICATION CANNOT BE PROCESSED.**

21. DESCRIPTION OF ACTIVITY/BUSINESS—Briefly describe business activity. Example: Retail department store, selling firearms and ammunition.

22. LICENSE TYPE—Place an "X" in the box in front of the name of each license applied for.

All firearm and ammunition licenses are monitored by the Police Department. Licenses to sell firearms require approval annually.

A) Ammunition, Sale of— (3309)

Required of anyone selling any ammunition which may be used in firearms.

Security Measures

.1) During business hours no ammunition may be displayed on any open counter or in any other place readily accessible to the public.

.2) During non—business hours ammunition shall not be displayed in windows.

.3) A storage space, steel vault or steel safe approved by the Police and Fire Department of a sufficient size to hold all the ammunition held for sale in any place in which ammunition is sold shall be provided for use during business and non—business hours whenever ammunition is unattended.

Prohibitions

.4) No person shall sell, give or deliver any ammunition to minors.

.5) No person shall sell any ammunition which can be used in pistols, revolvers or other hand guns unless the purchaser produces satisfactory written identification and registers his name and address.

B) Firearms, Sale of— (3307)

Required of any dealer who sells or buys firearms for resale, or conducts a gunsmith or firearm business. If a corporation, responsible person must be fingerprinted. For additional information, call (215) 592-5854 or 592-5784.

Requirements:

1) Three (3) photographs, (two inches squared, not machine type).

2) Application must be submitted in triplicate.

3) Applicant must have fingerprints taken in room 500, Municipal Services Building, 15th & J.F.K. Boulevard prior to submitting application to Police Department. Your photograph is required for the fingerprint process.

C) Firearms, Storage of— (3310)

Required of any dealer who sells firearms, purchases firearms for resale, or conducts a gunsmith business. Dealers must store firearms in accordance with the provisions of the ordinance.

Security Measures

1) During the hours they are not regularly open for business, dealers shall store all firearms in accordance with the following requirements:

- .a) No firearms shall be displayed in windows.
- .b) All firearms must be placed in an approved safe, vault or properly secured storeroom.

D) Phila. Business Privilege License— (3702)

Required for every person desiring to engage in any business within the City of Philadelphia, whether or not such person maintains a place of business in the City. This is a one—time license and can be used for all businesses operated within the City. Fill in the license number if you already have one.

1) Philadelphia Business Tax Number required. If you have never had a number assigned, fill out the enclosed Revenue Department application requesting a number.

THE EXPIRATION DATE and LICENSE NUMBER will be completed by the Department. To arrive at TOTAL FEES, add up and enter fees for all of the licenses being applied for today. **Please do not mail cash. Cash payments cannot be accepted.**

23) OWNER, CORPORATION AND PARTNERSHIP—Corporate applicants must identify the president, secretary and treasurer. Complete with the name, title, and home address. If one individual serves as multiple or sole officer, so state. If partnership, include social security number of each partner.

24) DESCRIBE FIREARMS/AMMUNITION—Furnish descriptive data on all types of ammunition to be displayed, stored or sold, or firearms to be stored.

27) PHYSICIAN'S REPORT—This section must be completed by a physician. Licensee should sign where indicated only in the presence of the attending physician.

28) This section is for Police Department use and will be completed by the Police Department.