

<b>COUNTY OF SHASTA</b>		Number
<b>ADMINISTRATIVE MANUAL</b>		8-603
SECTION:	Miscellaneous	Junk License Applications: Processing
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PAGE NO:	Page 1 of 1	

**PURPOSE**

To outline the policy/procedure regarding the multi-department processing of junk license applications.

**POLICY/PROCEDURE**

Applications for Junk License are obtained in the Sheriff's Department and submitted to that office for processing. The applicant is then sent to the County Clerk's Office for official signature witnessing, and application is routed through the Department of Resource Management-Planning Division for determination that it is not in violation of the Shasta County land use regulations prior to being delivered to the Board of Supervisors for approval. The Clerk of the Board issues and mails the license to the applicant and delivers a copy to the Sheriff's Department for filing.

**RESPONSIBLE DEPARTMENTS**

Sheriff's Department  
County Clerk's Office  
Department of Resource Management - Planning Division  
Clerk of the Board of Supervisors

**REFERENCES**

BOS Policy Resolution No. 91-7--10/15/91 (Amended)  
BOS Policy Resolution No. 90-2--2/13/90  
BOS Policy Resolution No. 1-8--7/20/80 (Amended)  
BOS Policy Resolution Adopted 2/23/60 and Amended 6/3/80 (Superseded)