



JUNK DEALER BUSINESS LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV

Who needs a Junk Dealer License?

Any person, firm, partnership, or corporation that buys, sells, gathers, delivers or stores junk and maintains a yard or building therefore as a principal place of business.

Definitions

JUNK shall mean used materials of any kind that may be recycled or converted to new materials or products including rags, paper, rubbish, bottles, glassware, cookery, bags, cloth, rubber, waste, tires, ferrous and nonferrous metals, clothing, siphons, old rope, plumbing materials, salvage gas and electric fixtures, waste materials, and all articles and things discarded, including secondhand motor vehicles and parts thereof. (s. 92-3-2-a, MCO)

JUNK DEALER shall mean a person, firm, partnership or corporation that buys, sells, gathers, delivers or stores junk and maintains a yard or building therefor as a principal place of business. (s. 92-3-b, MCO)

JUNK COLLECTOR VEHICLE shall mean any motorized vehicle used in connection with a junking operation or in the active collection of junk.

Forms Required

- Business License Application (ccl-busapp)
- Business License Plan of Operation (ccl-busplan)
- Junk Dealer Business License Supplemental Plan of Operation (ccl-jdplan)

License Period

License expires 2 years from date of issuance.
License must be issued within 1 year of approval, or a waiver from the Licenses Committee is needed.

Fees

\$275 main yard
\$45 for each additional storage yard
\$45 for each aluminum can reclaiming machine

Photographs

Color photographs of both sides of any vehicles (trucks or carts used in your business operations) with all signage wording clearly visible must be submitted to our office before your license can be issued. Photographs must be at least 3" x 5" in size.

Signage

During all hours of operation, licensed vehicles (trucks and carts) must display signs in prominent locations on both sides of each vehicle. The signs must contain the following information in letters at least 3 inches in height:

- Name of business or the person operating the vehicle
- Valid phone number for the business or person operating the vehicle
- The wording "City of Milwaukee Junk License No." along with your license (permit) number which will be provided to you upon application. This number will remain with the vehicle as long as you continue renewing the license.

Sign Example:

John Doe's Junk Collecting
(414) 111-1111
City of Milwaukee Junk License #1111

Other Requirements/Permits

Auto Salvage License

If hauling abandoned vehicles to Miller Compressing, you must also obtain a Wisconsin "Auto Salvage" License. Contact the Wisconsin Department of Transportation Dealer Section, (608) 266-1425, P.O. Box 7909, Madison, WI 53707, or online at <http://www.dot.wisconsin.gov/business/dealers/> for information. Local municipalities are required to sign the state of Wisconsin application form. We cannot sign your form until you have first been granted and issued a City of Milwaukee license.

Reporting Compliance

Prior to operating, you must establish a NEWPRS account. NEWPRS (Northeastern Wisconsin Property Reporting System) is a database you must utilize to manage and store purchase information.

Contact Officer Thiele at (414) 935-7339 for instructions. Junk dealers must record all transactions for regulated property using NEWPRS.

REGULATED PROPERTY shall mean aluminum siding, gutters, downspouts, screens, windows, window frames and doors, metal bathtubs and sinks, non-plastic pipe, copper, nonferrous metal items other than aluminum cans, stained glass, traffic signs, aluminum light poles, water meters, cemetery monument plaques, fixtures from houses of worship, catalytic converters, bicycles, bicycle frames or parts and manhole covers, including lids, grates and frames.

City of Milwaukee Ordinance Regulations

- Milwaukee City Ordinance 93
- Available online www.milwaukee.gov/ordinances



JUNK DEALER BUSINESS LICENSE SUPPLEMENTAL PLAN OF OPERATION

ccl-jdplan 3/12/15

Office of the City Clerk License Division
200 E. Wells St. Room 105, Milwaukee, WI 53202
(414) 286-2238 e-mail address: license@milwaukee.gov www.milwaukee.gov/license

Legal Entity Name: _____

Premises Address: _____

Manager and Vehicle/Cart Information

Manager's Full Legal Name: _____ Manager's Phone Number: _____

Indicate what you use for your business: Vehicles No Yes, if yes, How many? _____
Carts No Yes, if yes, How many? _____

Additional Storage Yards

Do you have additional storage yards? No Yes If yes, how many? _____ (additional \$45 fee must be paid for each)
List Additional Storage Yard Address(es) – include city, state and zip code:

Address of Additional Yard:	Hours of Operation
_____	<input type="checkbox"/> Same as main yard <input type="checkbox"/> As follows: _____
_____	<input type="checkbox"/> Same as main yard <input type="checkbox"/> As follows: _____
_____	<input type="checkbox"/> Same as main yard <input type="checkbox"/> As follows: _____

Aluminum Can Reclaiming Machines

Do you have any Aluminum Can Reclaiming Machines? Yes No
If yes, how many? _____ (additional \$45 fee per machine)
List address(es) where Aluminum Can Reclaiming Machines are located – include city, state and zip code:

Required Signature(s)

Sole Proprietor, Partner, 20% or more Shareholder,
or the Agent - only if there are no 20% or more shareholders

Signature of additional partner or 20% or more shareholder

**SUBMIT THIS FORM ALONG WITH THE
BUSINESS LICENSE APPLICATION & BUSINESS LICENSE PLAN OF OPERATION**

Office Use Only:
Initials _____ Filed _____ Application # _____ Permit #(s) _____ DNS Approval
Addtl Yard App #s _____ DNS Approval
Alum Can App #s _____ DNS Approval
NEW: LC _____ Requeue to LIU after LC Approval (NEWPRS acct obtained)
Granted _____ Mayor's Signature on License(s) License #s _____



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SUPPLEMENTAL PLAN OF OPERATION**

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Junk Collector and Junk Dealer Applicants:

Photographs of both sides of all vehicles or carts used in your business with all signage clearly visible must be submitted to the City Clerk License Division before a Junk Collector or Junk Dealer license will be issued.

Pictures must be at least 3" x 5" in size.

Email pictures to license@milwaukee.gov. Include your assigned license number in the subject line.

If you do not have email access, the pictures can be mailed in or dropped off at our office.

Signs must be printed or affixed in a prominent position in letters not less than 3 inches in height to both sides of the vehicle.

Signs must include:

- The name of the business or person operating the vehicle
- A valid phone number for the business or person operating the vehicle
- The wording "City of Milwaukee Junk License No." together with your assigned number. This number will be the same as long as you continue renewing this license.
Your assigned number is: _____

Upon application, the License Division will assign a permit number and return this form to the applicant.

Initials _____ Filed _____ Application # _____