



SECONDHAND DEALER LICENSE SUPPLEMENTAL INFORMATION

ccl-shdinfo 6/29/16

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

Definition of Secondhand

Items previously owned by a member of the general public immediately prior to the transaction at hand. (It does not mean previously owned by a wholesaler, retailer or another secondhand dealer.)

Secondhand Dealer License Required

Any business that purchases, sells or exchanges secondhand articles of personal property (including bicycles) at a fixed location.

- Licenses expire 1 year from date of issuance.
- License fee is \$150.
- Fingerprinting is required.

Exemption:

Secondhand dealers renting space at a licensed Secondhand Dealer Mall do not need to obtain individual Secondhand Dealer licenses.

Secondhand Dealer-Bicycles Only License

Any business that purchases, sells or exchanges secondhand bicycles only. Bicycle means any vehicle propelled by the feet acting upon pedals and having wheels any 2 of which are not less than 14 inches in diameter.

- Licenses expire 2 years from date of issuance.
- License fee is \$75.
- Fingerprinting is not required.

Secondhand Dealer Mall License Required

The owner of a business that rents space to 2 or more secondhand dealers that each maintain separate sales space and identify themselves to the public as individual dealers.

- License expires 2 years from date of issuance.
- License fee is \$225.
- Fingerprinting is required.

License Not Required

This license is not required for those parties dealing in motor vehicles, coins, stamps, gold and silver bullion, secondhand jewelry, videos, cassettes, compact discs, baseball cards, secondhand books and magazines, works of fine art and secondhand industrial machinery and equipment; a business as a licensed precious metal and gem dealer, pawnbroker, or secondhand motor vehicle dealer, or any individual registered as an auctioneer under Ch. 480 Wis. Stats.; transactions at occasional garage or yard sales, estate sales, coin, gem, stamp or antique shows, conventions or auctions; or to any charitable organization or to any person conducting a sale the proceeds of which are donated to a charitable organization.

Forms Needed

- Business License Application (ccl-busapp)
- Business License Plan of Operation (ccl-busplan)
- Secondhand Dealer & Secondhand Dealer Mall License Supplemental Plan of Operation (ccl-shdplan)

Requirements

Business License Information

In addition to the requirements listed on the Business License Information sheet, the following requirements must be met:

Provide Proof of Residency

At least 24 hours after filing your application, call the Milwaukee Police Department License Investigation Unit at (414) 935-7430 for instructions on complying with the residency requirement. Processing of your application will be delayed if this is not done in a timely manner.

The individual, both partners, or agent of a corporation or limited liability company must be a resident of the state of Wisconsin for at least 90 days before the date of application.

Set Up A NEWPRS Account

Call Officer Thiele at (414) 935-7339 to set up a NEWPRS account. NEWPRS (Northeastern Wisconsin Property Reporting System) is a computer database you must use to manage and store purchase information.

The license will not be issued until we are advised by Officer Thiele that you have set up a NEWPRS account.

Additional Information

Record Keeping

If you have any questions relating to records that must be kept or the proper means of identification, please contact the Milwaukee Police Department, Gold and Silver Detail, (414) 935-7280.

Regulations

- Milwaukee Code of Ordinances 92
- Available online at www.milwaukee.gov/ordinances



SECONDHAND DEALER LICENSE SUPPLEMENTAL PLAN OF OPERATION

ccl-shdpla 6/29/16

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

Legal Entity Name:

Premises Address:

What type of license are you applying for? (check one)

- Secondhand Dealer
 Secondhand Dealer-Bicycles Only
 Secondhand Dealer Mall

INDIVIDUAL, ALL PARTNERS, OR AGENT OF CORP/LLC

Place of birth: WI Other: _____

Have you been living in Wisconsin for at least 90 days prior to filing this application?

- No If no, you are not eligible to apply for this license at this time. Per MCO 92-2-5-c, the individual, both partners, or agent of a corporation or limited liability company must be a resident of the state of Wisconsin for at least 90 days before the date of application.
- Yes If yes, list all address(es) where you lived within the last year:
- Current Address Only
- Other: _____

MERCHANDISE & SALES

List all items you will be selling:

Will a scale be used for items being sold by weight (price per pound, ounce, gram, etc.)? No Yes

Will a barcode scanner be used to determine the price of items? No Yes

If yes to either question, a Weights & Measures License is also required.
An application can be obtained from www.milwaukee.gov/license or by contacting our office.

MANAGER OF BUSINESS

- Same as individual, partner, or agent of corporation/limited liability company
- Other: Name: _____ Date of Birth: _____
- Address (include, city, state, zip code): _____

LIST ANY OTHER LICENSES YOU HOLD AT THIS ADDRESS AND THE STATUS

- | | | |
|--|---|---|
| <input type="checkbox"/> Occupancy Permit
<input type="checkbox"/> Active <input type="checkbox"/> Suspended
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Wisconsin State Seller's Permit
<input type="checkbox"/> Active <input type="checkbox"/> Suspended
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other(s): _____
<input type="checkbox"/> Active <input type="checkbox"/> Suspended
<input type="checkbox"/> Other: _____ |
|--|---|---|

SECURITY

What are your plans to provide security for business records?

Kept in safe Kept in locked cabinet Other: _____

What are your plans to ensure that business is not conducted with minors?

Check ID Other: _____

ANNUAL SALES

What is your estimated sales volume for the calendar year in US Dollars? \$_____

AFFIRMATION OF UNDERSTANDING – REGULATIONS

Read and initial each item confirming your understanding:

- 1. _____ I understand no purchase or exchange of any property may be made without obtaining the seller’s identification information, as stipulated in 92-11 of the Milwaukee Code of Ordinances (MCO).
- 2. _____ I understand no item may be received with an altered or obliterated serial number.
- 3. _____ I understand description records of any item purchased or exchanged must be maintained as stipulated in 92-12 of the MCO.
- 4. _____ I understand that each transaction description record must be reported as stipulated in 92-13 of the MCO, including color photographs and color video recordings as required in 92-12-3 MCO.
- 5. _____ I understand that every item purchased or exchanged must be available for inspection by the police department at any reasonable time.
- 6. _____ I understand that every item exchanged or purchased or accepted on consignment must be kept on the dealer’s premises separate and apart from any other property, unchanged and unaltered, for 10 days for inspection by the police department; additional holding periods may be requested by the department.
- 7. _____ I understand that the police may extend the 10 day holding period if there is reason to believe that the item purchased or exchanged was not sold or exchanged by the rightful owner.
- 8. _____ I understand that no transactions may be conducted with a minor less than 18 years of age unless the minor is with a parent or guardian, or the dealer has a written consent on file signed in the dealer’s presence by the parent or guardian.
- 9. _____ I understand secondhand dealer must report to the police department any item presented in the course of business if there is reason to believe the item was stolen.

REQUIRED SIGNATURE(S)

I understand that a NEWPRS account (a database to manage and store purchase information) must be obtained prior to operating and utilized for all business transactions.

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

Additional partner(s) or 20% or more shareholder(s)

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

Office Use Only:

Initials	Filed	App #	Paid
<input type="checkbox"/> Q to MPD	<input type="checkbox"/> Q to DNS	LC Required	ReQ to LIU after LC
CC Required	LIU Approval (NEWPRS)	Issued 1yr/Bikes Only 2yr	License #