



SECONDHAND MOTOR VEHICLE DEALER LICENSE SUPPLEMENTAL INFORMATION

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

License Required

This license is required of any business buying, selling, exchanging or dealing in secondhand motor vehicles, including secondhand parts of motor vehicles, either retail or wholesale.

The business (premises) address cannot be a home address.

Secondhand parts includes used tires and waste tires.

Wholesale means the business of buying and selling, exchanging or dealing motor vehicles (including secondhand parts of motor vehicles) to a license retailer or to another person who holds a permit or license or to the end user, but not operating a lot licensed for that purpose.

A wholesale dealer cannot have more than 3 vehicles parked at a business location in an area zoned for commercial use and no vehicles shall be parked at a residential wholesale location.

License Not Required

This license is not required for any business buying, selling, exchanging or dealing only in secondhand parts of motor vehicles. A Recycling, Salvaging or Towing License would be required.

License Period

License expires 2 years from date of issuance.

Fee

\$290

Forms Needed

- Business License Application (ccl-busapp)
- Business License Plan of Operation (ccl-busplan)
- Secondhand Motor Vehicle Dealer License Supplemental Plan of Operation (ccl-ucarplan)

Requirements

See the Business License Application Information sheet for a detailed list of requirements.

Exempt from Fingerprinting

Fingerprinting is not required for this license. However, a background check will be conducted by the Milwaukee Police Department.

NOTE: If you are applying for other licenses at this time, they may require fingerprinting.

Wisconsin Seller's Permit Exemption

Not required for Wholesale Only licenses.

State of Wisconsin Motor Vehicle License

For information regarding obtaining a State of Wisconsin Motor Vehicle license, all applicants should contact the Wisconsin Department of Transportation Dealer Section, (608) 266-1425, P.O. Box 7909, Madison, WI 53707-7909, www.dot.wisconsin.gov/business/dealers/ or www.dot.wisconsin.gov/business/dealers/licenses/wholesale.htm for wholesale businesses

Local municipalities are required to sign the State of Wisconsin application form. We cannot sign your form until you have been granted and issued a City of Milwaukee Secondhand Motor Vehicle Dealer License.

Restriction - No Sales on Sundays

It shall be unlawful for any licensee to sell, barter, exchange, demonstrate or loan any motor vehicle, whether new or secondhand, on Sunday.

Regulations

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



SECONDHAND MOTOR VEHICLE DEALER LICENSE SUPPLEMENTAL PLAN OF OPERATION

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Legal Entity Name: _____

Premise Address:
(cannot be a home) _____

What type of license are you applying for? (check one) Retail Wholesale
In addition to secondhand vehicles, will you be dealing in secondhand vehicle parts? Yes No

RETAIL DEALERS ONLY

Total Number of Parking Spaces (including customer/employee parking) _____
Number of Parking Spaces that will be used for Display/Storage of Secondhand Motor Vehicles _____

STORAGE, MAINTENANCE & REPAIR

1. Do you understand that all vehicles associated with the business must be stored on the licensed premise? Yes No
What are your plans to ensure this requirement is met (check all that apply)?
 Employee Training Supervisor Monitoring Fenced Lot Keys Kept in Locked Box
 Other: _____
2. Do you understand all maintenance/repair work to these vehicles must be confined to the licensed premise? Yes No
What are your plans to ensure this requirement is met (check all that apply)?
 Employee Training Supervisor Monitoring Designated Repair Area
 Other: _____
3. Do you understand all keys to used motor vehicles offered for sale must be kept in a secure lockbox inside the dealership building at all times when the dealership is not open for business? Yes No
What are your plans to ensure this requirement is met (check all that apply)?
 Employee Training Supervisor Monitoring Other: _____

DISCLOSURE

Has any person on the application ever had a license relating to the activities licensed in Milwaukee Code of Ordinances Chapter 92 denied, not renewed, suspended, or revoked? No Yes
If yes, provide the circumstances and jurisdiction in which the event occurred (including a record of any actions from the State Department of Transportation and Financial Institutions relating to suspensions, revocations, forfeitures and warnings imposed by these departments relating to the operation of any automotive sales business by the applicant):

REQUIRED SIGNATURE(S)

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	MPD
DNS	LC	CC	Issued	License #