



License Information Sheet

Form
SHD-info

Secondhand Dealers



\$315

License Fee
\$75 bicycle
only



2 Year

License Term



Ch. 92

Code Reference
Milwaukee.gov/ordinances

Who Needs a License?



Yes

- Secondhand Dealers and Secondhand Dealer Malls
- Pawnbrokers
- Precious Metal & Gem Dealers



No

- Businesses dealing only in motor vehicles
- Occasional garage/yard sales; estate sales; auctions; conventions; and coin, gem, stamp, antique, or gun shows
- See s. 92-23-3 of the Milwaukee Code for additional exceptions

Getting Started

- ☐ Review the License Quick-Start Guide
- ☐ Submit all of the following:
 - ☐ A complete application at www.milwaukee.gov/lms
 - ☐ Payment

Quick-Start Guide



See our [Quick-Start Guide](#) for detailed instructions on submitting an application, licensing requirements, the approval process, and other important information.

Resources



Want to learn more?
Visit our website!

Milwaukee.gov/RedTapeRescue





Checklist

Easy As...

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1 Requirements

To Complete Your Application for Review:

- ☐ [Fingerprinting](#)

Who? Everyone listed on the Business Ownership Form

- ☐ **Residency**

Who? The sole proprietor, all partners, and any agent must be a resident of the State of Wisconsin for at least 90 days prior to applying for this license

Before the License can be Issued:

- ☐ [Contact the Department of Neighborhood Services](#)

Who? Businesses located in the city of Milwaukee must obtain an [occupancy permit](#).

- ☐ [Department of Financial Institutions Registration](#)

Who? Corporations, LLCs, and nonprofits must submit proof of registration to the License Division.

- ☐ [WI Seller's Permit](#)

Who? All applicants must submit a Wisconsin Seller's Permit to the License Division at the time of application.

2 Approval

Background Investigation

After everyone reports for fingerprinting, the Milwaukee Police Department completes a background check and sends a report to the License Division.

Licenses Committee

You may be asked to appear before the Common Council's Licenses Committee.

If asked to appear, you will receive written notice of the date and time of the meeting prior to the hearing.

The Committee makes a recommendation to the Common Council to either approve or deny the license.

Common Council

Applications recommended for approval by the Licenses Committee are typically granted at the Common Council meeting following the Committee hearing.

3 Important

NEWPRS

Contact the MPD License Investigation Unit at (414) 935-7430 to set up an account with the Northeastern Wisconsin Property Reporting System (NEWPRS), a computer database required to manage and store purchase information.

Definitions

Secondhand Dealer

Any business that deals in items previously owned by a member of the general public

Secondhand Dealer Mall

Any business that rents space to two or more vendors with separate spaces. The owner must have control of the premises with one central point of payment.

Pawnbroker

Any business that lends money on personal property that is pledged as security for loans.

Precious Metal & Gem Dealer

Any business that deals in secondhand jewelry, sterling silverware, and gold or silver coins or bullion.

Large
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