



## RECYCLING, SALVAGING OR TOWING PREMISES 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](mailto:license@milwaukee.gov)

### License Required

This license is required for any premises in the City of Milwaukee used in the business of recycling, salvaging or towing including:

- Buying, selling, generating, exchanging, collecting, storing, transporting, reprocessing, disposing, or otherwise dealing in:
  - Junk
  - Valuable Metal
  - Waste Tires (25 or more per calendar year)
  - Salvaged Motor Vehicle Parts (including tires and batteries)
- Non-Consensual Towing

Any motor vehicles owned and operated by the premises license holder as part of the authorized business activities for the licenses premises do not need to hold separate Recycling, Salvaging or Towing Vehicle Licenses.

### Fee / License Period

\$275 / License expires 2 years from the date of issuance.

### Additional Yard (Storage Only)

A separate license and \$50 fee is required for each additional building/place used only for storage of vehicles, junk, valuable metal or other recycled, salvaged or towed materials.

### Definitions

#### **Junk**

Any secondhand materials or products recovered or diverted from solid waste that may be reused or converted to new materials or products, including materials or products made of wood, paper, glass, plastic, fabric, earthenware or rubber.

#### **Waste Tire**

Any tire worn (less than 2/32 inch tread depth anywhere along a major tread groove), defective, damaged (cut or snagged tread, exposed body cords, bumps, knots, bulges or separated sidewall) or not fit for use upon a public way, or a new or used tire destined for a tire disposer or tire reprocessor.

#### **Non-Consensual Towing**

The towing of a repossessed vehicle or the towing of an illegally parked motor vehicle at the request of the property owner, the property owner's authorized agent or a parking or law enforcement officer, without prior consent or authorization of the owner or authorized operator of the vehicle.

#### **Valuable Metal**

Any ferrous (containing a large quantity of iron or steel) or non-ferrous material made of metal that readily may be resold.

### Milwaukee Code of Ordinances

Chapter 93 – available at [www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances)

### License Not Required

This license is not required of any business:

- licensed and operated as a private waste collector.
- exclusively performing consensual towing.
- whose activities in Milwaukee are limited to selling junk/valuable metal/waste tires and they are licensed elsewhere in Wisconsin.
- located outside the city and buying, selling, exchanging or transporting junk, valuable metal or waste tires exclusively through the use of commercial motor vehicles. (Collection of junk, valuable metal or waste tires without a license is not permitted.)

### Forms Needed

- Business License Application (ccl-busapp)
- Business License Plan of Operation (ccl-busplan)
- Recycling, Salvaging or Towing Premises License Supplemental Application (ccl-rstprem)

### List of Requirements

See the Business License Application Information sheet.

### Signage & Photograph Requirement

Before a license will be issued, a photograph of each side of each vehicle with the required signage wording clearly visible must be submitted to our office. Signs must be printed or affixed in a prominent position on both sides of the vehicle with letters not less than 2 inches in height. The wording on the signs must include:

- Name of the business or person operating the vehicle
- Telephone number for the business or person
- "RST License No." and your assigned permit number (which you will receive upon filing your application).

Commercial motor vehicles, excluding tow trucks, bearing a U.S. Department of Transportation number filed and registered with the Federal Motor Carrier Safety Administration are exempt from the signage requirement. However, photograph(s) must still be submitted as proof.

### Sellers Permit Exemption

Businesses only dealing, storing, transporting, removing and/or recycling in Junk and/or Valuable Metal are not required to obtain a Wisconsin Sellers Permit.

### License Approval & Issuance

Licenses require License Committee and Common Council approval. If there are items on your police report or neighborhood concerns, you may receive a notice to appear before Committee. The Committee makes a recommendation to the Council. After the license is granted by the Council and all requirements are met, the license will be issued. Processing usually takes 6-8 weeks.

### Change of Vehicles During the License Period

Change of vehicles requires a transfer application and \$10 fee.



# RECYCLING, SALVAGING OR TOWING PREMISES LICENSE SUPPLEMENTAL APPLICATION

ccl-rstprem 2/23/18

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](mailto:license@milwaukee.gov)

**Legal Entity Name:**

**Business Address:**

Do you currently hold any licenses in the City of Milwaukee?  No  Yes If yes, list:

Has any person on the application ever had a license relating to the activities licensed in Milwaukee Code of Ordinances Chapter 93 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):

Do you understand that you must follow all recordkeeping, reporting and operating regulations in MCO 93-43-49?  No  Yes  
Do you understand that all records and reports must be available to the police department upon request?  No  Yes

## Business Operations

**Check all activities that apply:**

Non-Consensual Towing: Provide the address within the City of Milwaukee where vehicles will be towed:

Junk/Valuable Metal:  Dealing, Storing and/or Transporting  Removing and/or Recycling

Waste Tires:  Dealing, Storing and/or Transporting  Removing and/or Recycling

Salvaged Motor Vehicle Parts:  Dealing, Storing and/or Transporting  Removing and/or Recycling  
(including secondhand tires/batteries)

Do you have an additional yard(s) used for storage?  No  Yes  
If yes, provide the address(es) below and submit an additional \$50 per yard:

How many motor vehicles will be used in the business operations? \_\_\_\_\_ Provide information for each vehicle on page 2.

## Required Signature(s)

\_\_\_\_\_  
Sole Proprietor, Partner, or 20% or more Shareholder  
(If there are no 20% or more shareholders,  
Corporate Officer-print name/title and sign)

\_\_\_\_\_  
Additional partner or 20% or more shareholder

Office Use Only:			Initials	Filed
App#	YD#	Permit #s	Paid	MPD
DNS	LC	CC	Mayor's Signature	License #

## Recycling, Salvaging or Towing - Vehicle Information

(attach additional pages as needed)

Vehicle Make:	Model:	Year:	Plate #:
VIN #:		US DOT # or WI DOT operating authority:	Assigned Permit #:
Vehicle Make:	Model:	Year:	Plate #:
VIN #:		US DOT # or WI DOT operating authority:	Assigned Permit #:
Vehicle Make:	Model:	Year:	Plate #:
VIN #:		US DOT # or WI DOT operating authority:	Assigned Permit #:
Vehicle Make:	Model:	Year:	Plate #:
VIN #:		US DOT # or WI DOT operating authority:	Assigned Permit #:
Vehicle Make:	Model:	Year:	Plate #:
VIN #:		US DOT # or WI DOT operating authority:	Assigned Permit #:
Vehicle Make:	Model:	Year:	Plate #:
VIN #:		US DOT # or WI DOT operating authority:	Assigned Permit #:
Vehicle Make:	Model:	Year:	Plate #:
VIN #:		US DOT # or WI DOT operating authority:	Assigned Permit #:
Vehicle Make:	Model:	Year:	Plate #:
VIN #:		US DOT # or WI DOT operating authority:	Assigned Permit #:
Vehicle Make:	Model:	Year:	Plate #:
VIN #:		US DOT # or WI DOT operating authority:	Assigned Permit #:



Recycling, Salvaging or Towing Premise/Vehicle License Applicant:

Before a license will be issued, a photograph of each side of the vehicle with the required signage wording clearly visible must be submitted to our office.

Signs must be printed or affixed in a prominent position on both sides of the vehicle with letters not less than 2 inches in height. The wording on the signs must include:

- Name of the business or person operating the vehicle
- Telephone number for the business or person
- "RST" and the permit number

Magnetic signs are not acceptable.

See vehicle information sheet for assigned permit numbers.

Number(s) will remain the same as long as you continue renewing the license(s).

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

Email photographs to [license@milwaukee.gov](mailto:license@milwaukee.gov). Include your assigned permit number(s) in the subject line.

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

Commercial motor vehicles, excluding tow trucks, bearing a U.S. Department of Transportation number filed and registered with the Federal Motor Carrier Safety Administration are exempt from the signage requirement. However, photograph(s) must still be submitted as proof.

City Clerk License Division  
City of Milwaukee