



## RECYCLING, SALVAGING OR TOWING VEHICLE 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 person or business operating a motor vehicle in the City of Milwaukee used in the business of recycling or salvaging (without a yard located in Milwaukee) including:

- Collecting or delivering junk or valuable metal
- Collecting or delivering salvaged vehicle parts
- Transporting (5 or more on the public way) or otherwise disposing of waste tires
- Non-consensual towing of repossessed vehicles

### Exemption

- This license is not required for any motor vehicle owned and operated by a Recycling, Salvaging or Towing Premises License holder as part of the authorized business activities for the licensed premises.

### License Period

License expires 2 years from date of issuance.

### Fee

- \$150 for 1 vehicle
- \$275 for 2 or more vehicles

### 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 which is 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 is not fit for use upon a public way, or any new or secondhand tire that is destined for a tire disposer or tire reprocessor.

#### **Valuable Metal**

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

### Forms Needed

- Business License Application (ccl-busapp)
- Recycling, Salvaging or Towing Vehicle License Supplemental Application (ccl-rstveh)

### Signage & Photograph Requirement

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 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.

### Requirements

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

### Sellers Permit Exemption

A Wisconsin Sellers Permit is not needed if you only:

- towing for repossessions
- dealing, storing, transporting, removing and/or recycling in junk and/or valuable metal

### License Approval & Issuance

These licenses require Licenses Committee and Common Council approval. If there are items on your police report or neighborhood concerns, you may receive a notice to appear before the Licenses Committee. The Licenses Committee makes a recommendation to the Common Council.

After the license is granted by the Common Council and all requirements are met, the license will be issued. Processing takes approximately 6-8 weeks.

### Change of Vehicle During the License Period

If changing vehicles during the license period, a transfer application and \$10 fee is required.

### Regulations

- Milwaukee Code of Ordinances Chapter 93
- Available online at [www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances)



# RECYCLING, SALVAGING OR TOWING VEHICLE LICENSE SUPPLEMENTAL APPLICATION

ccl-rstveh 2/23/18

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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 93-45.1-3?  No  Yes  
Do you understand that all records and reports must be available to the police department upon request?  No  Yes

## Vehicle Operations Check all that apply

- Collecting/Delivering Junk and Valuable Metal
- Transporting Waste Tires
- Collecting/Delivering Salvaged Motor Vehicle Parts (including secondhand tires/batteries)
- Non-Consensual Towing – Repossession Only
- Non-Consensual Towing – By Contract with the City of Milwaukee to the City tow lot

## Vehicle Information If you have more than one vehicle, complete the Vehicle Information, Page 2

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

Address where this vehicle will be parked when not in use:

Describe the facility where the vehicle will be parked (cannot park on city streets):

- Garage  Driveway  Carport  Other: \_\_\_\_\_

What are your plans to ensure that the vehicle and all materials will be stored in a secure lot or facility?

- Alarm System  Security Personnel  Fenced Facility
- Other: \_\_\_\_\_

## 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

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

### Office Use Only:

Permit #

Initials	Filed	App #	Paid	MPD
DNS	LC	CC	Issued	License #





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.

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City Clerk License Division  
City of Milwaukee