



## 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](mailto: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.

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. No vehicles can be parked and no customers are allowed 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/](http://www.dot.wisconsin.gov/business/dealers/) or [www.dot.wisconsin.gov/business/dealers/licenses/wholesalelic.htm](http://www.dot.wisconsin.gov/business/dealers/licenses/wholesalelic.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](http://www.milwaukee.gov/ordinances)



## SECONDHAND MOTOR VEHICLE DEALER LICENSE SUPPLEMENTAL PLAN OF OPERATION

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Legal Entity Name: \_\_\_\_\_

Premises Address: \_\_\_\_\_

### SECTION 1 LICENSE TYPE

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

### SECTION 2

Will you also be dealing in secondhand vehicle parts?     Yes     No

If wholesale, is the premises address a residential (home) address?     Yes     No

If yes, you must obtain a Home Occupational Statement from the Department of Neighborhood Services (414) 286-3874.

No vehicles can be parked and no customers are allowed at the premises.

The following questions in Section 2 do not apply to wholesale from a residential address. Go to Section 3.

Number of parking spaces available to customers/employees \_\_\_\_\_

Number of parking spaces that will be used for display/storage of Secondhand Motor Vehicles \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

### SECTION 3 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):

\_\_\_\_\_

### SECTION 4 SIGNATURES

_____ 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
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