



## JUNK DEALER SUPPLEMENTAL INFORMATION SHEET

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV

### Who needs a Junk Dealer License?

Any person, firm, partnership, or corporation that buys, sells, gathers, delivers or stores junk and maintains a yard or building therefore as a principal place of business.

### Definitions

**JUNK** shall mean used materials of any kind that may be recycled or converted to new materials or products including rags, paper, rubbish, bottles, glassware, cookery, bags, cloth, rubber, waste, tires, ferrous and nonferrous metals, clothing, siphons, old rope, plumbing materials, salvage gas and electric fixtures, waste materials, and all articles and things discarded, including secondhand motor vehicles and parts thereof. (s. 92-3-2-a, MCO)

**JUNK DEALER** shall mean a person, firm, partnership or corporation that buys, sells, gathers, delivers or stores junk and maintains a yard or building therefor as a principal place of business. (s. 92-3-b, MCO)

**JUNK COLLECTOR VEHICLE** shall mean any motorized vehicle used in connection with a junking operation or in the active collection of junk.

### Forms Required

ccl-bapp Business Application  
ccl-jd1 Junk Dealer Supplemental Application

### License Period

License expires 2 years from date of issuance.  
License must be issued within 1 year of approval, or a waiver from the Licenses Committee is needed.

### Fees

\$275 main yard  
\$45 for each additional storage yard  
\$45 for each aluminum can reclaiming machine

### Photographs

Color photographs of both sides of any vehicles (trucks or carts used in your business operations) with all signage wording clearly visible must be submitted to our office before your license can be issued. Photographs must be at least 3" x 5" in size.

### Signage

During all hours of operation, licensed vehicles (trucks and carts) must display signs in prominent locations on both sides of each vehicle. The signs must contain the following information in letters at least 3 inches in height:

- Name of business or the person operating the vehicle
- Valid phone number for the business or person operating the vehicle
- The wording "City of Milwaukee Junk License No." along with your license (permit) number which will be provided to you upon application. This number will remain with the vehicle as long as you continue renewing the license.

Sign Example:

John Doe's Junk Collecting  
(414) 111-1111  
City of Milwaukee Junk License #1111

### Other Requirements/Permits

#### Auto Salvage License

If hauling abandoned vehicles to Miller Compressing, you must also obtain a Wisconsin "Auto Salvage" License. Contact the Wisconsin Department of Transportation Dealer Section, (608) 266-1425, P.O. Box 7909, Madison, WI 53707, or online at <http://www.dot.wisconsin.gov/business/dealers/> for information. Local municipalities are required to sign the state of Wisconsin application form. We cannot sign your form until you have first been granted and issued a City of Milwaukee license.

### Reporting Compliance

Prior to operating, you must establish a NEWPRS account. NEWPRS (Northeastern Wisconsin Property Reporting System) is a database you must utilize to manage and store purchase information.

Contact Officer Thiele at (414) 935-7339 for instructions. Junk dealers must record all transactions for regulated property using NEWPRS.

**REGULATED PROPERTY** shall mean aluminum siding, gutters, downspouts, screens, windows, window frames and doors, metal bathtubs and sinks, non-plastic pipe, copper, nonferrous metal items other than aluminum cans, stained glass, traffic signs, aluminum light poles, water meters, cemetery monument plaques, fixtures from houses of worship, catalytic converters, bicycles, bicycle frames or parts and manhole covers, including lids, grates and frames.

### City of Milwaukee Ordinance Regulations

- Milwaukee City Ordinance 93
- Available online [www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances)



**Junk Dealer Business  
Supplemental Application**

ccl-jd11/21/2014

Legal Entity Name:

Premises Address:

**Manager and Vehicle/Cart Information**

Manager's Full Legal Name:

Manager's Phone Number:

Indicate what you use for your business: Vehicles  No  Yes, if yes, How many? \_\_\_\_\_  
Carts  No  Yes, if yes, How many? \_\_\_\_\_

**Additional Storage Yards**

Do you have additional storage yards?  Yes  No

If yes, how many? \_\_\_\_\_ (additional \$45 fee must be paid for each)

List Additional Storage Yard Address(es) – include city, state and zip code:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Aluminum Can Reclaiming Machines**

Do you have any Aluminum Can Reclaiming Machines?  Yes  No

If yes, how many? \_\_\_\_\_ (additional \$45 fee per machine)

List address(es) where Aluminum Can Reclaiming Machines are located – include city, state and zip code:

\_\_\_\_\_  
\_\_\_\_\_

***SUBMIT THIS FORM ALONG WITH THE "BUSINESS LICENSE APPLICATION"***

Office Use Only:

Initials \_\_\_\_\_ Filed \_\_\_\_\_ Application # \_\_\_\_\_  DNS Approval

Addtl Yard App #s \_\_\_\_\_  DNS Approval

Alum Can App #s \_\_\_\_\_  DNS Approval

NEW: LC \_\_\_\_\_  Requeue to LIU after LC  Approval (NEWPRS acct obtained)

Granted \_\_\_\_\_  Mayor's Signature on License(s) License #s \_\_\_\_\_