



## SECONDHAND MOTOR VEHICLE DEALER & USED MOTOR VEHICLE DEALER – PARTS ONLY LICENSE INFORMATION

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

**DEFINITION:** A secondhand motor vehicle dealer's licensee shall buy, sell, exchange or deal in used or secondhand motor vehicles and motor vehicle parts, *either retail or wholesale.*

A used motor vehicle dealer-parts only licensee shall buy, sell, exchange, or deal exclusively in used or secondhand motor vehicle parts, *either retail or wholesale.*

Wholesale means the business of buying and selling, exchanging and dealing motor vehicles and used or 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.

**LICENSE PERIOD:** Biennial, April 1 to March 31 in even numbered years

**LICENSE FEE:** Secondhand Motor Vehicle Dealer's license: \$290; Used Motor Vehicle Dealer-Parts Only license: \$228.

**Fee must be submitted with application.** Checks made payable to: *City of Milwaukee*. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

**APPLICATION:** Complete, sign and return application to City Clerk License Division. *Use your full, legal name.*

Incomplete applications as well as applications submitted without the required fee and/ or signature will be returned.

**SIGNATURES REQUIRED:** Notarized signatures of the applicant including an individual, all partners, an agent or member of an LLC or the agent or officer of a corporation are required.

All commissioned notaries public, including attorneys, must impress their notary seal on the notarial certificates they issue.

Applications submitted without the required seal will be returned.

**REQUIREMENTS:** Applicants must be 18 years of age or older.

A permit must be obtained from the City of Milwaukee, Development Center, Permit Desk, 809 N. Broadway, 1<sup>st</sup> floor, (414) 286-8211, or  
<http://www.mkedcd.org/build/pdfs/occert.pdf>.

A Wholesale Dealer shall have no more than three (3) vehicles parked at a business location in an area zoned for commercial use and no vehicles shall be parked at a residential wholesale location.

A State Seller's Tax Number must be obtained from the State of Wisconsin, 819 N. 6<sup>th</sup> St, Room 408, (414) 227-4000 or <http://www.dor.state.wi.us/>. Wholesale dealers are not required to obtain a seller's permit.

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,  
<http://www.dot.wisconsin.gov/business/dealers/> or  
<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 Motor Vehicle Dealer's License.

**FINGERPRINTS:** All applicants (including all partners, all corporate officers, members, agent, director, manager, and stockholders owning 20% or more of the stock of the corporation) whose fingerprints are not on file with the Milwaukee Police Department must be fingerprinted.

Report to the Milwaukee Police Department between the hours of 8:00 AM and 6:00 PM (Monday thru Friday, excluding holidays) to the Police Administration Building, 951 N. James Lovell Street (7<sup>th</sup> St), Room 305 to be fingerprinted.

If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether your fingerprints are still on file.

*Renewal applicants do not need to be re-fingerprinted by the police department.*

Applicants not residing locally: Call (414) 935-7281 to find out how to comply with the fingerprint requirement.

**RESTRICTIONS:** No sale 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.

**GRANTING:** After recommended approval by the Licenses Committee, licenses are granted by the Common Council at regularly scheduled meetings, which are usually held once a month. It generally takes about 5-6 weeks to process an application provided you follow the above instructions in a timely

manner. Please note that no meetings are held during the month of August.

**CHANGES IN BUSINESS OPERATIONS:** If after a license has been granted, a licensee wishes to substantially deviate from the business operations (from retail to wholesale, or wholesale to retail) that were listed on the original application, the licensee must file a notarized statement with the City Clerk

License Division which states the change in the type of business operation. No change in business operation shall take place until the common council has approved the request.

**PARTIAL REFUND OF LICENSE FEE:** If an application is withdrawn or denied, you are eligible for a partial refund, provided the refund is requested no later than one year from the date of withdrawal or denial of the application. If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license manner. Please note that no meetings are held during the month of August.



# SECONDHAND MOTOR VEHICLE DEALER & USED MOTOR VEHICLE DEALER – PARTS ONLY APPLICATION

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)

<b>Check one:</b> <input type="checkbox"/> Individual or <input type="checkbox"/> Partnership (Fill out Section A, B, D & E) <input type="checkbox"/> Corporation or LLC (Fill out Section B, C, D & E)		<b>Type of License applied for (check one):</b> <input type="checkbox"/> Secondhand Motor Vehicle Retail Dealer <input type="checkbox"/> Secondhand Motor Vehicle Wholesale Dealer <input type="checkbox"/> Used Motor Vehicle Retail Dealer – Parts Only <input type="checkbox"/> Used Motor Vehicle Wholesale Dealer – Parts Only		
<b>Section A</b>	<b>INDIVIDUAL OR PARTNERSHIP:</b> Full Legal Name (Last, First & Middle Initial)		Full Legal Name (Last, First & Middle Initial)	
	Home Street Address:		Home Street Address:	
	Home City, State, Zip Code:		Home City, State, Zip Code:	
	Home Phone Number: (    )    -		Home Phone Number: (    )    -	
Date of Birth:		Date of Birth:		
<b>Section B</b>	Business Name:		Business Phone Number: (    )    -	Aldermanic District:
	Business Address (include City, State, Zip Code):			
	Business Mailing Address (if different from above):			
	Name and Address of Building Owner (include City, State, Zip Code):			
	Days of Operation: Check all that apply and provide hours (include a.m. and p.m.) <b>No Sales On Sundays</b>			
	<input type="checkbox"/> Monday _____ <input type="checkbox"/> Tuesday _____ <input type="checkbox"/> Wednesday _____ <input type="checkbox"/> Thursday _____ <input type="checkbox"/> Friday _____ <input type="checkbox"/> Saturday _____			
	<b>Retail Dealers:</b> Total Number of Parking Spaces (including customer/employee parking) _____ Number of Parking Spaces that will be used for Display/Storage of Secondhand Motor Vehicles _____			
	List plans to ensure that all motor vehicles associated with the business will be stored, maintained, and repaired on the licensed premises and no code provisions relating to the littering of the public way will be violated (check all that apply): <b>Where will vehicles be stored, maintained and repaired?</b> <input type="checkbox"/> garage <input type="checkbox"/> parking lot <input type="checkbox"/> other: _____ <b>What are your plans to keep the grounds clean?</b> <input type="checkbox"/> sweep <input type="checkbox"/> pressure wash <input type="checkbox"/> pick up litter <input type="checkbox"/> hired maintenance <input type="checkbox"/> building owner's responsibility <input type="checkbox"/> garbage cans outside <input type="checkbox"/> other: _____ <b>Who is responsible to keep the grounds clean?</b> <input type="checkbox"/> licensee <input type="checkbox"/> building owner <input type="checkbox"/> employees <input type="checkbox"/> hired maintenance <input type="checkbox"/> other: _____			
Do you buy, sell, exchange or deal in used or secondhand bicycles, bicycle parts, tires or batteries, either retail or wholesale? <input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, describe:				
<b>Section C</b>	<b>Full Name of corporation or limited liability company:</b>			
	Address, if different from business address (include City, State, & Zip Code):			
	<i>Agent:</i> Full Legal Name (Last, First & Middle Initial):			
	Home Address (include City, State & Zip Code):			
	Date of Birth:		Home Phone Number: (    )    -	

<b>Section C Continued</b>	<i>President/Member</i>	<i>Vice President/Member</i>
	Full Legal Name (Last, First & Middle Initial):	Full Legal Name (Last, First & Middle Initial):
	Home Street Address:	Home Street Address:
	Home City, State, Zip Code:	Home City, State, Zip Code:
	Home Phone Number: (     )     -	Home Phone Number: (     )     -
	Date of Birth:	Date of Birth:
	<i>Secretary/Member</i>	<i>Treasurer/Member</i>
	Full Legal Name (Last, First & Middle Initial):	Full Legal Name (Last, First & Middle Initial):
	Home Street Address:	Home Street Address:
	Home City, State, Zip Code:	Home City, State, Zip Code:
Home Phone Number: (     )     -	Home Phone Number: (     )     -	
Date of Birth:	Date of Birth:	

<b>Section D</b>	<p>Has anyone named on this application been convicted of violating any federal laws, state or local ordinances:  <input type="checkbox"/> Yes   <input type="checkbox"/> No; If yes, name person (s), date(s), charge(s) and penalties:  _____</p>
	<p>Has anyone named on this application had a license relating to the motor vehicle sales denied, not renewed, suspended or revoked?  (This information shall also include a record of any actions from the state departments 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.) <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain: _____</p>

<b>Section E</b>	<p>The undersigned agrees to inform the City Clerk within ten days of any substantial changes in the information supplied in this application. The undersigned shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; and not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.</p>
	<p>I have knowledge of the City Ordinances currently regulating the license applied for herein, and being duly sworn under oath, depose and say that I am the person named above and that all statements made in the foregoing application are true and correct.</p>
	<p>SUBSCRIBED AND SWORN TO BEFORE ME THIS</p> <p>_____ day of _____, 20_____</p> <p style="text-align: right;">_____ Signature - Individual/ /Partner/ Agent or Ofcr of Corp/ Agt or Memb of LLC full legal name</p> <p>_____ Signature – Additional Partner (if applicable) full legal name</p>
	<p>Notary Public, State of Wisconsin</p> <p>My commission expires _____ Notary seal must be affixed</p>

***Incomplete applications or applications submitted without the fee or signature required will be RETURNED.***

**Truth of Statements and Affidavits; Penalty:**

All matters submitted in writing to the City by any applicant or licensee pertaining to licenses issued under ch. 93, MCO shall be true. Any person who submits in writing any untrue statement or affidavit to the city in connection with any such license or application shall be subject to a forfeiture of not more than \$500 or in default a payment therefore shall be imprisoned in the county jail or house of correction for Milwaukee County for not more than 20 days; and that license, if granted, shall be subject to revocation and no license of any kind or nature issued under chapter 93 shall thereafter be granted to such a person for a period of one year from the date of revocation.

Office Use Only:

Initials: \_\_\_\_\_ Filed: \_\_\_\_\_ AD: \_\_\_\_\_ License #: \_\_\_\_\_ Granted: \_\_\_\_\_ Issued: \_\_\_\_\_