



**SECONDHAND MOTOR VEHICLE DEALER,
USED MOTOR VEHICLE DEALER – PARTS ONLY &
USED BIKE, TIRE & BATTERY LICENSE
SUPPLEMENTAL INFORMATION SHEET**

*OFFICE OF THE CITY CLERK LICENSE DIVISION
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Definitions

A secondhand motor vehicle dealer 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

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.

Fee

\$75 Used Bike, Tire & Battery License

\$290 Secondhand Motor Vehicle Dealer License

\$228 Used Motor Vehicle Dealer-Parts Only License

Forms Needed

ccl-bapp Business Application

ccl-ucar1 Secondhand Motor Vehicle Dealer, Used Motor Vehicle Dealer-Parts Only & Used Bike, Tire & Battery License Supplemental Application

Wisconsin Sellers Permit Exemption

Not required for Wholesale Only licenses.

Requirements

Applicants must be 18 years of age or older.

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.

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.

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.

City of Milwaukee Ordinance Regulations

- MCO 93
- Available online at www.milwaukee.gov/ordinances



**SECONDHAND MOTOR VEHICLE DEALER &
USED MOTOR VEHICLE DEALER-PARTS ONLY
SUPPLEMENTAL APPLICATION**

CCL-UCAR1 6/18/13

Legal Entity Name:

Premises Address:

Type of License applied for (check one):

- Secondhand Motor Vehicle Retail Dealer
- Secondhand Motor Vehicle Wholesale Dealer
- Used Motor Vehicle Retail Dealer – Parts Only
- Used Motor Vehicle Wholesale Dealer – Parts Only

Days of Operation: Check all that apply and provide hours (include a.m. and p.m.) **No Sales On Sundays**

- Monday_____
- Tuesday_____
- Wednesday_____
- Thursday_____
- Friday_____
- Saturday_____

Retail Dealers Only:

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):

Where will vehicles be stored, maintained and repaired? garage parking lot other:_____

What are your plans to keep the grounds clean? sweep pressure wash pick up litter hired maintenance
building owner’s responsibility garbage cans outside other:_____

Who is responsible to keep the grounds clean? licensee building owner employees hired maintenance
other:_____

Do you buy, sell, exchange or deal in used or secondhand bicycles, bicycle parts, tires or batteries, either retail or wholesale?

- Yes No; If yes, describe:

SUBMIT THIS FORM ALONG WITH THE “BUSINESS LICENSE APPLICATION”