



REQUIREMENTS AND INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR SALVAGE DEALER, SALVAGE POOL AND/OR SALVAGE AUCTION LICENSE

Who needs a license?

Motor Vehicle Salvage Dealer: Any person who engages in business *primarily* for the purpose of selling salvage motor vehicle parts and secondarily for the purpose of selling salvage motor vehicles or manufacturing or selling a product of gradable scrap metal.

Salvage Motor Vehicle Auction: Any person who on his own behalf or as an agent for a third party engages in business for the purpose of auctioning salvage motor vehicles to motor vehicle salvage dealers.

Salvage Motor Vehicle Pool: Any person who as an agent for a third party engages in business for the purpose of storing, displaying, and offering for sale, salvage motor vehicles to motor vehicle salvage dealers.

What are the physical requirements?

- A minimum area of fifty thousand (50,000) square feet.
- Area must be shielded by a fence meeting the following requirements, except in very limited instances and not in contravention of the United States Highway Beautification Act of 1965:
 - Fencing shall be a minimum height of six feet and a maximum of ten feet.
 - Fencing shall shield the premises from ordinary view. All inventory of the business will be stored behind the fence or enclosure to promote and preserve a positive visual impact of the salvage yard's business on the surrounding neighborhood.
 - A living hedge of equal or greater height and sufficient density year round to prevent view of the premises may be substituted for the fence.
- An office in which business will be transacted, in a building not less than two hundred twenty-five (225) square feet, consisting of the following:
 - An area devoted to sales transactions.
 - An area with a parts counter.
 - An office to maintain records required to operate business by the licensee.
- Regular business hours shall be posted in plain view. The salvage dealer facility shall be open and attended by someone who may reasonably assist a retail customer during posted hours.
- A permanent sign in the exact business name as it appears on the application, with letters of at least six (6) inches high. The business sign shall be prominently displayed at or near the entrance of the facility.

What does the application consist of?

- 1) Application must be typed or legibly printed in ink. All blocks must be completed and all questions answered.
- 2) Financial statement information. A positive business net worth of at least \$20,000 must be maintained during the entire period for which the license is held.
- 3) Photograph of the proposed business location's premises showing the business sign in exact name of the business, including any registered trade names.
- 4) A police report, BMV 4318 completed by a local law enforcement agency for the owner, if sole proprietorship, each partner, if partnership, the president, if corporation, all members, all trustees and also the signer of the application, if signed by an officer other than the president, members and trustees. (Limited Liability Companies and Business Trust applicants, please see important information below.) If the applicant is currently the holder of a valid motor vehicle dealer's license a police report does not need to be submitted.

NOTE: Any felony conviction-or misdemeanor conviction in connection with dealing in salvage motor vehicle-is reason for the Bureau of Motor Vehicles to DENY the application.

IMPORTANT INFORMATION!

LIMITED LIABILITY COMPANY APPLICANTS

Police reports are required on each:

- *Individual and /or,*
- *Member owning 10% or more of the business making application. If no member owns 10% or more of the business making application, then the police report is required on each officer elected to represent those members. If a corporation is listed as a member of the limited liability, the president of the corporation, and the individual signing the application, if applicable, must submit a police report.*
- *If a Trust is listed as a member, trustee of the trust;*

BUSINESS TRUST APPLICANTS

Police reports are required on each:

- *Individual listed as a trustee*
- *If a corporation is listed as a trustee, the president of each corporation listed as a trustee;*
- *The person signing the application, if he or she is different from the trustee or president/trustee.*

What type of plates do you qualify for?

You may apply for **Special Plates** to be used in conjunction with your salvage business. These license plates may only be used on motor vehicles being transported by persons regularly engaged in salvage operations or scrap metal processing from the point of acquisition to their established place of business.

What are the fees for obtaining a license?

The fees must be submitted with the application for license, and are as follows:

• Salvage Dealer's License, Salvage Auction License, Salvage Pool License	\$100.00
• Master Special Plate (optional) @\$50.25	\$
• Postage (required only if ordering license plates)	\$2.75
• Additional Special Plates (optional) @ \$10.25 each	\$
TOTAL FEE DUE	\$

Checks should be made payable to, "Ohio Treasurer Kevin L. Boyce."
FEES ARE NON-REFUNDABLE

Inspection of the facility

An on-site inspection of the premises will be conducted on every application for a salvage dealers license.

- ⌚ If the applicant passes the initial inspection and all application requirements are met, a 180 day provisional permit may be issued.
- ⌚ Ninety (90) days after the issuance of the provisional permit, a notice will be sent to the permit holder, which indicates that the business will be reinspected near the end of the 180 day provisional period, and that the business must pass the inspection at that time or the permit will be immediately revoked [R.C. 4738.071]. The revocation will be verbal at first, by the investigator, but shall be followed-up in writing by the Registrar of Motor Vehicles.
- ⌚ If the applicant passes the second inspection, it may simply continue in business as regulated by R.C. Chapter 4738. Shortly after the second inspection is approved, you will receive an updated permit and new registration cards and stickers, if plates were ordered.

How long does it take to obtain a license?

Once the application is received, it takes approximately four to six weeks to issue the license, including the inspection of the location and the manufacture and shipment of license plates. If the application is incomplete, it may delay the issuance. Once the license is issued, the licensee will receive a wall permit, interim master special plate (if applicable), validation stickers and registration cards, if applicable. License plates must be manufactured, and will take approximately two weeks to receive.

Additional Information

- * All licenses expire on the last day of July biennially (every two years).
- * If the applicant has more than one place of business in the same county, he/she shall make application for a certified copy of the license, form BMV 4337. A certified copy of the license is \$2.00.
- * No salvage motor vehicle dealer may operate at the same location where any salvage motor vehicle auction or salvage motor vehicle pool is operated.
- * In the event of the loss, mutilation, or destruction of a license, a licensee shall make application for a duplicate copy of the license, form BMV 4337. The fee for a duplicate copy is \$2.00.
- * Ohio Revised Code Section 4738.08 requires that the licensee notify the Bureau of Motor Vehicles of any change in status with respect to owners and/or location of principal place of business, within fifteen (15) days of the change. Notification of changes in status must be submitted, in writing, within fifteen (15) days of the change. An application form, BMV 4443, for a name or address change is available on our Web site www.OhioAutoDealers.com under downloadable forms.
- * All motor vehicle salvage dealers who wish to purchase salvage motor vehicles at salvage auctions and/or pools in Ohio must make application for a buyer identification card, form BMV 4420.

If you have any questions, or need applications and/or forms, visit Requirements for Dealers/Salespersons/Buyer on our Web site www.OhioAutoDealers.com or call the Dealer Licensing Sections at 614-752-7634.

Dealer Licensing Section, P.O. Box 16521, Columbus, Ohio 43216-6521

www.OhioAutoDealers.com