



## PHYSICAL CHARACTERISTICS REQUIRED OF "NEW" MOTOR VEHICLE DEALERSHIPS

### WHO NEEDS A LICENSE?

Any person engaged in the business of offering for sale, displaying for sale, or selling "new" motor vehicles at retail is required to obtain an Ohio dealer's license.

A "new" motor vehicle dealership must have and maintain the following minimum physical characteristics to receive or maintain a license. Use the following checklist  to compare the characteristics of your established place of business and make any necessary changes.

#### CHECKLIST

- Space under roof for the display of at least one new motor vehicle.\*
- Space under roof for the servicing and repair of at least one new motor vehicle.\*\*

*\*Persons that offer for sale, display for sale, or sell **only** manufactured homes, tent-type fold-out camping trailers, trailers, or semitrailers are not subject to the requirement that the place of business have space under roof for displaying, servicing or repairing of at least one new motor vehicle.*

*\*\* The service and repair facility may be separate from the new motor vehicle dealer's sales facility but not more than one mile and is used by the dealer to perform, repairs, warranty work, recall work and maintenance on motor vehicles pursuant to a franchise agreement.*

- A sign showing the exact name of the business as it appears on the application for the license. The sign must be prominently displayed, must be permanent in nature, properly maintained, and have the lettering of the name at least six (6) inches high.
- The dealership must be used exclusively for the purpose of offering for sale, displaying for sale, or dealing in motor vehicles. *A dealership may be considered used exclusively for the purpose of dealing in motor vehicles, even though certain departments are maintained there, provided that those departments are operated in support of the dealership. Those departments may include, but not limited to, parts, service, paint and repair.*

The above requirements must be met to obtain a license and maintained for the entire period for which the license is held, or the application will be denied, or the license suspended or revoked. **Read Ohio Revised and Administrative Code Chapters 4517 and 4501:1-3 for complete laws and additional provisions that may affect the application or license.**

#### ADDITIONAL INFORMATION

If a "new" or "used" motor vehicle dealership moves, that new location must immediately meet the above requirements. A change of address application form BMV 4443, supporting documents, photos and fees must be submitted to the Bureau of Motor Vehicles, Dealer Licensing Section, within 15 calendar days after moving. Applications and forms are available on our web site [www.OhioAutoDealers.com](http://www.OhioAutoDealers.com) under downloadable forms.

Upon receipt of the application a physical inspection of the location will be requested.

#### SEE REVERSE SIDE FOR CHARACTERISTICS REQUIRED OF "USED" MOTOR VEHICLE DEALERSHIPS

PHYSICAL CHARACTERISTICS REQUIRED OF  
"USED" MOTOR VEHICLE DEALERSHIPS

**WHO NEEDS A LICENSE?**

Any person engaged in the business of offering for sale, displaying for sale, or selling used motor vehicles at retail or wholesale is required to obtain an Ohio dealer's license. Individuals disposing of their personal vehicles may make up to five casual sales of motor vehicles in a twelve-month period, without a dealer's license.

A "used" motor vehicle dealership must have and maintain the following minimum physical characteristics to receive or maintain a license. Use the following checklist  to compare the characteristics of your established place of business, and make any necessary changes.

CHECKLIST

- The proposed location must be easily accessible from a public roadway and identified as a motor vehicle dealership.
- An established place of business of at least 3,500 square feet, not including driveways, with adequate ground cover of a hard surface (gravel, concrete, etc.) to prevent the collection of dust, mud, water, or other unsightly conditions.
- The display lot must be separated from any other business or residence with a permanent physical barrier that is sufficient to deter normal vehicular and pedestrian traffic. The barrier may not be able to be moved or removed.
- A permanent office of at least 180 square feet of usable office area, located on the display lot, which shall be kept in a neat and orderly fashion. The office must include the following:
  - Desk
  - Three Chairs
  - Filing Cabinet
  - Land line telephone, in service at all times, listed and answered in the dealership's name (no cellular phones).
  - Electric lighting sufficient for an office
  - Heating sufficient for an office

The office shall not be used for storage or other utility area.

- A sign showing the exact name of the business as it appears on the application for the license. The sign must be prominently displayed, must be permanent in nature, properly maintained, and have the lettering of the name at least six (6) inches high.
- The business hours must be prominently displayed. The business must be open and attended during the posted business hours, by the owner, a partner, president of the corporation, member of a limited liability company, trustee of a business trust, or licensed salesperson.
- The dealership shall be used and identified exclusively for the purpose of offering for sale, displaying for sale, or dealing in motor vehicles.

The above requirements must be met to obtain a license and maintained for the entire period for which the license is held, or the application will be denied, or the license suspended or revoked. **Read Ohio Revised and Administrative Code Chapters 4517 and 4501:1-3 for the complete laws and additional provisions that may affect the application or license.** See Additional Information at bottom of reverse page.

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