



Instruction Sheet for Secondhand Dealer's License

Phone: (216) 664-2264

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

DALLicenses@clevelandohio.gov

Before completing and submitting your application to our office, please read all materials and information included. If you have any questions, please call our office at (216) 664-2264 BEFORE YOU APPLY.

A Secondhand Dealer's License is required when a person, firm or corporation purchases, sells, exchanges, or receives secondhand articles of any kind. A secondhand article is any item of personal property that has been previously sold at retail or has been previously used or is not in a new condition.

This license **is not** required for the following:

1. Exchanges, returns or credits of merchandise where the article or articles exchanged, returned or credited are accepted in full or part payment for **new** merchandise;
2. Persons, firms or corporations that deal **exclusively** in the following items:

<ul style="list-style-type: none"> ▪ Secondhand pianos ▪ Books, magazines ▪ Rugs, tapestries, burlaps, paintings ▪ Drawings, etchings or engravings 	<ul style="list-style-type: none"> ▪ Heavy industrial equipment ▪ Furniture ▪ Secondhand automobiles
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3. Scrap Metal Dealer's as defined in Section 676.06 of the Codified Ordinances.

This is an annual license that expires on September 30th.

City of Cleveland Codified Ordinances Chapter 676, Junk and Secondhand Dealers.

For more information regarding this license, record keeping requirements, duties and responsibilities, please review the full version of the Ordinance by following the directives below:

- Access the City of Cleveland website at www.city.cleveland.oh.us.
- Click on the Codified Ordinance link on the right hand side of the page under the picture of Mayor Frank Jackson,
- Click on the green "here to view" hyperlink,
- Scroll down to and click "Part Six: Offenses and Business Activities Code"
- Scroll down to Chapter 676, Junk and Secondhand Dealer's

WARNING: Knowingly making a false or fraudulent application for a license constitutes grounds for denial, suspension or revocation.

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

You may apply for this license in person, online or by mail:

In Person:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Complete the application in its entirety and sign (print legibly using blue or black ink).
3. Visit our office located at the address in the top right-hand corner between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.
4. Bring the correct fee as listed below. Acceptable forms of payment are money orders, checks, debit/credit cards and cash.

On-Line:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Go to <https://ca.permitcleveland.org/public/Default.aspx> and follow the *Online Application Instructions* included in this packet.
3. Be prepared to submit the applicable fee as listed below. Acceptable forms of payment are electronic check and debit/credit cards.

By Mail:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Make copies of all documentation.
3. Complete the enclosed application in its entirety and sign (print legibly using blue or black ink).
4. Mail the completed application, supporting documentation and applicable fee as listed below to the Division of Assessments and Licenses at the address listed above in the top right-hand corner. Acceptable forms of payment for mailed applications are Money Orders and Checks (DO NOT SEND CASH OR CREDIT CARD INFORMATION IN THE MAIL).

What to bring or submit to the Division of Assessments and Licenses:

1. Completed and notarized application.
2. Copy of a valid state issued driver's license or identification card.
3. Copy of the Certificate of Occupancy for the business address where secondhand articles will be sold.
 - **This requirement does not apply to transient or temporary event-based transactions.**
For more information regarding the Certificate of Occupancy or to obtain a copy, please contact the Department of Building and Housing, Division of Records Administration at (216) 664-2825.
4. **Fee of \$125.00** payable at the time of application submission. Fees are payable by cash, check or credit card and are non-refundable. Make checks payable to the City of Cleveland.



CITY OF CLEVELAND
Mayor Justin M. Bibb

Secondhand Dealer's License Application

City of Cleveland
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2264 Hours of Operation: 8:00 a.m. to 4:30 p.m. Weekdays DALLicenses@clevelandohio.gov

Date:	License Number (internally assigned)
Fee:	\$125.00 (Non-Refundable)

SECTION A - BUSINESS INFORMATION

BUSINESS TYPE															
<input type="checkbox"/>	Person (Sole Proprietorship)				<input type="checkbox"/>	Limited Liability Company									
<input type="checkbox"/>	Corporation				<input type="checkbox"/>	Partnership (General or Limited)									
<input type="checkbox"/>	Other (specify)														
Legal Name:															
DBA / Alias:															
Business Address:															
City:										State:		Zip:			
Telephone #:						Email:									
Federal ID Number – REQUIRED :															
Property Parcel Number :								Ward Number:							
Certificate of Occupancy Number (Please attach a copy):															
Daily Hours of Operation:															
Sunday:		Monday:		Tuesday:		Wednesday:		Thursday:		Friday:		Saturday:			
Open / Close		Open / Close		Open / Close		Open / Close		Open / Close		Open / Close		Open / Close			
am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm		
Describe type of goods to be purchased and/or sold:															
Are you associated with a temporary or transient event?												<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, name of the event:															
Date(s) of event:															

SECTION B - APPLICANT INFORMATION (INDIVIDUAL)

Name:						Title:									
Address (Residential):															
City:										State:		Zip:			
Telephone #:						Email:									
Date of Birth:						Are you the Owner:						<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Social Security Number (REQUIRED):															
Have you ever been charged with or convicted of a felony?												<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please furnish complete information about each occurrence. Use additional space if needed.															
Does the Applicant use a vehicle in the streets of the City for the purpose of collecting, transporting or selling junk? (Yes requires a separate license)												<input type="checkbox"/>	Yes	<input type="checkbox"/>	No



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SECTION C - OWNERSHIP INFORMATION – provide the full name, title, complete address and telephone number of each corporate officer, owner, general partner, stockholder and/or director with a controlling interest. Make copies of this page if additional space is needed.

NAME	TITLE	HOME ADDRESS	TELEPHONE #

SECTION D - ACKNOWLEDGEMENT

Applicant acknowledges that he/she has read and understands Codified Ordinance Chapter 676, including §676.06 (Record of Transactions), §676.062 (Electronic Recording of Identification), §676.08 (Duty of Dealer in Secondhand Articles; Identification Required from Seller; Records), §676.09 (Plastic Crates or Trays Used to Carry Milk or Baked Goods), §676.12 (License Revocation: Appeals), §676.14 (Responsibility for Employees), §676.15 (Violations), and §676.99 (Penalties). I declare under penalty of perjury that the above information is true and correct. I understand that if this information is found to be fraudulent, the license issued in association with this statement will be revoked.

APPLICANT SIGNATURE

Sign Here → **X**

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Print Name

Today's Date

State of _____

County of _____, ss:

_____, being first duly sworn, deposes and states that he/she is the operator and individual making the foregoing application and schedules, if necessary for License(s); that the answers to the foregoing questions and other statements contained herein are true of his/her own knowledge and belief.

Sworn to before me, and subscribed in my presence, this _____ day of _____, 20_____

Notary Seal

Notary