

## **Second Hand Dealer's License – Steps to Approval**

In order for the Business Licensing department to issue your Second Hand Dealer's license, we must receive approvals from the following departments:

- Fire Inspections
- Zoning/Code Enforcement
- Treasury
- Police Department

Your responsibilities include:

- Contact the Zoning/Code Enforcement department (room 315) at 874-8703 to determine if the address of your business is zoned for the purpose for which you intend to use it. This is also the department you should contact if you require a sign permit, an outdoor dining application, or a building permit.
- Contact the City of Portland Fire Inspections department at 874-8400 to arrange for an inspection.
- Contact the Treasury department at 874-8490 or go to room 102 of City Hall to determine if you, the owner of your business premises, or the previous business tenant, owe any outstanding taxes to the City of Portland. We cannot issue a license if there are delinquencies on the part of the business owner or landlord.

Once we have received approvals from the departments listed above, we will issue your license and contact you. Any balance of the license fee will be due before you receive the license.

If you have any questions about this process, please contact Jessica Hanscombe, Licensing and Registration Coordinator, at 874-8783 or [jhanscombe@portlandmaine.gov](mailto:jhanscombe@portlandmaine.gov)



**CITY OF PORTLAND**

**Permitting and Inspections Department**

**Application for Second Hand Dealer, Junk Collector/Dealer, Pawn Dealer or Used Car License**

License expires annually on December 31<sup>st</sup>

<input type="checkbox"/> Application Fee: \$45	<input type="checkbox"/> Second Hand Dealer; Junk Collector/Dealer; Pawn Dealer License: \$153.00
<input type="checkbox"/> Renewal Fee: \$35	<input type="checkbox"/> SBI Background Check: \$21/Principal Officer

Business Information	
Business Name (d/b/a):	Phone:
Location Address:	Zip:
If new, what was formerly at this location:	
Mailing Address:	Zip:
Contact Person:	Phone:
Contact Person Email:	
Manager of Establishment:	Phone:
Owner of Premises (Landlord):	
Address of Premises Owner:	Zip:

**Sole Proprietor/Partnership Information (If Corporation, leave blank)**

Name of Owner(s)	Date of Birth	Residence Address

**Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)**

Corporate Name		Corporate Mailing Address	
Principal Officers	Title	Date of Birth	Residence Address



**CITY OF PORTLAND**  
**Permitting and Inspections Department**

QUESTIONS	Y/N
Please list items or general type of items for sale:	
Does the Issuance of this license directly or indirectly benefit any City employee(s)?	Y/N
If Yes, list name(s) of employee(s) and department(s):	
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?	Y/N
If Yes, please list business name(s) and location(s):	
Is any principal officer under the age of 18?	Y/N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	Y/N
If Yes, please explain:	

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*For more information about Second Hand Goods, see Portland City Code Chapter 23 at: [www.portlandmaine.gov](http://www.portlandmaine.gov)*

**For Administrative Use Only**

Amount: _____	Request Date / Approval	Notes: _____
Date Paid: _____	FD: _____ / _____	_____
CC _____ CA _____ CK _____	Treasury: _____ / _____	_____
	PD: _____ / _____	_____
Amount: _____	Zoning: _____ / _____	_____
Date Paid: _____	SBI: # _____ / _____	_____
CC _____ CA _____ CK _____		_____