



CITY OF LAS VEGAS
DEPARTMENT OF PLANNING
BUSINESS LICENSING DIVISION
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CHECKLIST/INSTRUCTIONS - SECONDHAND DEALER

DEFINITIONS:

[LVMC 6.74.20](#)

Secondhand Dealer - any person engaged in whole or in part in the business of buying, selling or trading metal junk, melted metal or secondhand personal property, other than antiques, used books, coins and collectibles.

Antique - a unique object of personal property that is not less than sixty years old and has special value primarily because of its age.

Collectible - an object of personal property that has special value primarily because of its unique characteristics and the high level of demand for the object.

Junk - old iron, copper, brass, lead, zinc, tin, steel and other metals, metallic cables, wires, ropes, cordage, bottles, bagging, rags, rubber, paper, and all other secondhand, used or castoff articles or material of any kind, but does not include scrap metal.

Precious Metal - gold, platinum, silver and their alloys.

National American Industry Classification System (NAICS Code): [453310](#)

CLASSES:

There are 3 Classes of Secondhand Dealer licenses. Class I has subclasses

Class I-A (Salvage)

Secondhand dealers who dismantle, scrap, process, wreck or disassemble used vehicles and sell the dismantled, wrecked or disassembled parts and accessories, and all secondhand dealers who handle or deal in the salvaging of all other articles, including metals (except precious metals and scrap metal), lumber and junk.

Class I-B (Vehicle Parts Only)

Secondhand dealers of parts and accessories of used vehicles who do NOT dismantle, scrap, process, wreck or disassemble said vehicles.

Class I-C (Scrap Metal/Combination)

Secondhand dealers of scrap metal, either exclusively or in combination with other materials under Class I-A or Class I-B.

Class II (Furniture and General Used Goods)

Secondhand dealers of furniture, fixtures, appliances, tableware, office supplies, pictures, paintings, jewelry, cutlery, guns or other secondhand articles except those which fall within Class I.

Class III (Precious Metals/Stones)

Secondhand dealers who deal exclusively in any one or more of the following kinds of secondhand articles: precious metals, precious or semi-precious gem stones, or articles made wholly or in part of precious metals and/or semiprecious stones, including but not limited to jewelry, cutlery, tablewares, housewares, ornaments and decorations.

REQUIRED DOCUMENTS:

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional (Form #PL200)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)

Corporations:

- Most recent Financial Statements
- List of stockholders holding more than 10% and/or involved in day-to-day operations.
- List of officers and directors as filed with the Secretary of State
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e., the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.

Trusts:

- Complete Trust Agreement and Amendments
- List of all Trustees
- Organizational chart of related companies (if applicable)

Limited Liability Companies (LLC):

- Articles of Organization
- Operating Agreement
- List of members and contributions if not included in Operating Agreement
- Organizational chart of related companies (if applicable)

Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application will not be accepted):

- [Personal History Form](#) (Form #PL125)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (1) current photo of head and shoulders, passport size-approximately 2" x 2" (**Must be less than 6 months old**)
- Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- Certified copy of Birth Certificate
- Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens, provide one of the following:

- Naturalization Certification
- Copy of Permanent Resident Card
- Employment Authorization Card

OTHER REQUIRED DOCUMENTS:

- Location Lease Agreement or proof of property ownership
- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- Initial Semi-Annual License Fee: \$100.00
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person

Suitability Fees:

- \$150.00 per person being investigated
- \$200.00 per privilege license

Notary Fees:

- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

ADDITIONAL REQUIREMENTS:

- A Special Use Permit (SUP) or variance may be required under Title 19.
- Prior to issuance of a Class I-A, Class I-B, Class II or Class III license, the licensee must post a Surety Bond with the Department in an amount determined by the Director.
- Identifiable property must be kept for a period of 30 days before disposal. Class I business must be enclosed by an 8 foot tall fence. No piles or store vehicle parts can exceed 8 feet in height and cannot be within 2 feet of the fence.
- See [LVMC 6.74](#) for additional requirements for secondhand dealer licenses.
- Special Use Permit (SUP) - [LVMC 6.74.050](#) prohibits any new secondhand dealer license being issued to a location on Fremont Street or on Las Vegas Boulevard between Charleston Boulevard and Sahara Ave. Pursuant to Title 19, a license can be issued in one of these areas if a zoning variance is obtained.

EXEMPTIONS:

LVMC 6.74.040 exempts the following from the secondhand dealer ordinance:

- Properly licensed used car dealers (except Class I activities)
- Properly licensed businesses that sell used items acquired on a one-for-one trade or credit on the purchase of a new article of the same kind.
- Properly licensed pawnbrokers who sell unredeemed personal property.
- Purchase, sale or trade of used books, newspapers and periodicals.
- Purchase, sale or trade of coins which are not a part of any jewelry.
- Convention or trade shows 14 days or less whose exhibitors do not purchase secondhand or used items at the show.
- Individuals selling consignment at a properly licensed gift and novelty or Class IV secondhand business with all sales bring run through the licensed business and no items are being purchased on the premises.

BUSINESS LICENSE POLICY:

Buying and selling of electronics which were acquired for trade-in or a credit for a new like product will be deemed exempt from a Secondhand Dealer license contingent upon compliance with the following:

- Any cash transaction (partial or whole) by the retailer to purchase the merchandise from the seller will require a Secondhand Dealer license.
- The trade-in merchandise must be refurbished with a warranty to resale the product to a consumer.
- The business buying and selling electronics under this policy must maintain transaction records and provide access to Metro and Business Licensing as required under LVMC 6.74.110.

***** IMPORTANT *****

Applications are taken by appointment only, Monday through Thursday.

Call **(702) 229-1840** for appointment.

If you are more than 15 minutes late, your appointment will be cancelled.

Incomplete applications will not be accepted and your appointment will be cancelled.

You will need to call back to reschedule.

Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:

- Ownership/Officer/Corporate Information Form
- Legal Representation Letter, if applicable
- City of Las Vegas Business License Application
- Request for Temporary License
- Personal History Questionnaire
- Authorization to Release Information
- Birth Certificate, Driver's License, Passport, DD214, Certificate of Naturalization, Permanent Resident Card, Employment Authorization Card
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card, Health Card, Alcohol Awareness Card, if applicable
- Work Card - Fingerprint Application
- Personal Bank Statements, if applicable
- Personal Tax Returns, if applicable
- Alcohol Owner/Management Acknowledgement Notice
- Responsible Party Acknowledgement Notice
- Entertainment Verification Form
- Any license specific Acknowledgements or Addendums (Medical Marijuana, Smoke Shops-Drug Paraphernalia Addendum, etc.)
- Waiver Request(s)
- Privilege License Financial Questionnaire, if applicable
- Business Bank Statements
- Business Tax Returns
- Group together documents as listed on your Checklist/Instructions for Corporations; Trusts; LLC's; Partnerships; Limited Partnerships
- Secretary of State documents; Nevada State Business Registration; Business Fictitious Firm Name; Nevada Sales/Use Tax Permit (proof of application)
- Lease Agreement or proof of property ownership
- Purchase/Sale Agreement
- Transfer of Business License
- Floor Plan
- Participation Agreement (Gaming)
- Special Use Permit

If we make any copies, you will be charged \$1.00 per page.

Notary services are also offered in our office for a fee.