

**MINIMUM REQUIREMENTS FOR A
MOTOR VEHICLE DEALER, WRECKER/DISMANTLER/REBUILDER,
AND AUTOMOBILE AUCTIONS**

**THE FOLLOWING INFORMATION IS PROVIDED TO THOSE
PERSONS INTERESTED IN BECOMING A WEST VIRGINIA
MOTOR VEHICLE OR TRAILER DEALER.**

1. YOU MUST FIRST HAVE A LOCATION SELECTED THAT IS FREE OF ANY OTHER BUSINESS AND IS NOT LOCATED AT A PLACE OF RESIDENCE.
2. IF YOU HAVE SUCH A LOCATION, CONTACT THIS OFFICE BY CALLING **304-926-0705** AND GIVE US YOUR NAME, ADDRESS AND A TELEPHONE NUMBER OF WHERE YOU CAN BE REACHED BETWEEN **8:30 AM AND 4:30 PM** MONDAY THROUGH FRIDAY. THIS INFORMATION WILL BE GIVEN TO A DMV INVESTIGATOR WHO WILL CONTACT YOU TO SET UP AN APPOINTMENT TO MEET WITH YOU AT THE LOCATION. IF, IN THE OPINION OF THE INVESTIGATOR, THE LOCATION MEETS THE MINIMUM REQUIREMENTS OF NO OTHER BUSINESS OR RESIDENCE, THEY WILL GIVE YOU AN APPLICATION PACKET CONTAINING THE APPLICATION, INSURANCE AND BOND FORMS, AND A COPY OF DMV RULES AND REGULATIONS. THEY WILL ALSO ANSWER ANY QUESTIONS YOU MAY HAVE ABOUT STARTING YOUR DEALERSHIP.

ONCE YOUR LOCATION HAS RECEIVED PRELIMINARY APPROVAL AND YOU HAVE RECEIVED THE PROPER FORMS FROM THE INVESTIGATOR, YOU WILL NEED:

1. IMPROVEMENTS TO YOUR LOCATION SO THAT IT MEETS "PLACE OF BUSINESS" REQUIREMENTS, WHICH ARE:
 - A. AN OFFICE WITH MINIMUM INSIDE DIMENSIONS OF 144 SQ. FT. THE OFFICE MUST BE EQUIPPED WITH OFFICE FURNITURE, HAVE POWER FOR HEATING AND LIGHTING, HAVE OFFICE HOURS POSTED ON DOOR (MINIMUM OF 20 HOURS PER WEEK) **AND HAVE A TELEPHONE, WHICH IS LISTED IN THE NAME OF THE DEALERSHIP.**
 - B. A PERMANENTLY MOUNTED SIGN IN LETTERS NO LESS THAN FOUR INCHES HIGH WHICH **CLEARLY** STATES THE NAME OF THE BUSINESS. THE SIGN MUST BE CLEARLY VISIBLE FROM THE NEAREST STREET OR HIGHWAY.
 - C. A SPACE FOR SERVICING VEHICLES SOLD. IN THE CASE OF A USED MOTOR VEHICLE DEALER, THE SERVICE AREA CAN EITHER BE ON THE LOCATION OR AT THE LOCATION OF A THIRD PARTY.

D. THE NAME OF THE DEALERSHIP MUST CLEARLY AND SPECIFICALLY INDICATE THE TYPE OF LICENSE THAT YOU HOLD. USED CAR DEALERSHIPS MAY USE THE WORDS "USED, PRE-OWNED, PREVIOUSLY OWNED, ETC." WDR DEALERS MUST INCLUDE "WRECKER, DISMANTLER AND REBUILDER." DRV DEALERS MUST INCLUDE "RECREATIONAL VEHICLES." THE USE OF GENERIC TERMS SUCH AS "MOTORS" OR "AUTO DEALER" TO IDENTIFY THE TYPE OF LICENSED BUSINESS IS RESERVED TO CLASS "D" LICENSEES. TRAILER DEALERS MUST INCLUDE "TRAILERS, MOBILE HOMES, MANUFACTURED HOMES, ETC." MOTORCYCLE DEALERS MUST INCLUDE "MOTORCYCLES, CYCLES, ETC."

E. A DISPLAY AREA WITH MINIMUM DIMENSIONS OF 1200 SQ. FT. THE DISPLAY AREA MUST BE USED SOLELY FOR THE DISPLAY OF VEHICLES OFFERED FOR SALE BY THE DEALERSHIP.

2. A \$25,000 SURETY BOND.

3. DEALER LIABILITY INSURANCE - 25/50/25 IS THE MINIMUM AMOUNT OF COVERAGE NEEDED.

\$25,000 - ONE PERSON/BODILY INJURY OR DEATH IN ANY ONE ACCIDENT

\$50,000 - TWO OR MORE PERSONS/BODILY INJURY OR DEATH IN ANY ONE ACCIDENT

\$25,000 - INJURY OR DESTRUCTION TO PROPERTY OF OTHERS IN ANY ONE ACCIDENT

DEALER LIABILITY INSURANCE MUST RUN CONCURRENT WITH THE LICENSE YEAR, WHICH IS **JULY 1 THROUGH JUNE 30**. IF YOU OBTAIN YOUR INSURANCE SOMETIME DURING THE LICENSE YEAR, THEN THE INSURANCE MUST RUN FROM THE DATE OF YOUR APPLICATION THROUGH JUNE 30.

4. A PAID PERSONAL PROPERTY TAX RECEIPT. IF NO TAX WAS OWED OR PAID, THEN YOU MUST SUBMIT AN AFFIDAVIT FROM YOUR COUNTY ASSESSOR STATING THAT NONE WAS OWED OR PAID. **IF THERE IS GOING TO BE MORE THAN ONE OWNER OF THE DEALERSHIP, THEN EACH PERSON MUST SUBMIT A PAID PERSONAL PROPERTY TAX RECEIPT OR AN AFFIDAVIT.**

5. A \$250 FEE WHICH ENTITLES YOU TO A LICENSE CERTIFICATE AND ONE DEALER PLATE. YOU MAY PURCHASE UP TO TWO ADDITIONAL DEALER PLATES AT \$5 EACH. ANY ADDITIONAL DEALER PLATE WHICH YOU MAY WISH TO PURCHASE WILL BE ALLOTTED ACCORDING TO THE FORMULA SHEET FOUND IN YOUR APPLICATION PACKET.

AN ADDITIONAL \$150 FEE IS REQUIRED FOR THE DEALER RECOVERY FUND.

AS SOON AS YOU HAVE COMPLIED WITH THE ABOVE REQUIREMENTS, SUBMIT YOUR APPLICATION ALONG WITH ALL REQUESTED DOCUMENTS TO DEALER SERVICES FOR REVIEW. IF EVERYTHING IS FOUND TO BE IN ORDER, A DMV INVESTIGATOR WILL BE DISPATCHED TO YOUR LOCATION WHERE THEY WILL:

1. CONDUCT A FINAL INSPECTION OF YOUR LOCATION TO DETERMINE IF ALL "PLACE OF BUSINESS" REQUIREMENTS ARE BEING MET.
2. OBTAIN FINGERPRINTS FROM EACH APPLICANT IN ORDER THAT A CRIMINAL BACKGROUND CHECK CAN BE CONDUCTED.
3. OBTAIN A WAIVER FROM EACH APPLICANT WHICH ALLOWS DMV TO CHECK WITH THE STATE TAX DEPARTMENT FOR ANY DELINQUENT TAX OWED.

ONCE THE FINAL INSPECTION HAS BEEN COMPLETED, A CRIMINAL BACKGROUND AND TAX INQUIRIES HAVE BEEN MADE, AND EVERYTHING HAS BEEN FOUND TO BE IN ORDER, YOUR LICENSE WILL BE ISSUED.

IF YOU HAVE ANY FURTHER QUESTIONS CONCERNING ANY OF THE ABOVE, YOU MAY CONTACT THIS OFFICE BY CALLING 304-926-0705.