

**Instruction Sheet
for
Junk Dealer &/or
Scrap Metal Processor 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 Junk Dealer License is required when dealing, purchasing or selling junk. Scrap metal processors, motor vehicle salvage dealers, salvage motor vehicle auction or salvage motor vehicle pool licensed pursuant to Ohio Revised Chapter 4738 are exempt. However, for each vehicle used in conjunction with this business function, an additional license is required for each vehicle. A separate Junk Cart permit application should be completed and submitted for each vehicle.

A scrap metal processor license is required when processing iron, steel or nonferrous scrap and whose principal product is scrap iron, steel or nonferrous scrap for selling and for re-melting purposes.

Both are annual licenses that expire on August 31st.

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

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 either 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.

Online:

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 instructions on the enclosed attachment.
3. Be prepared to submit the license fee listed below plus applicable convenience fees. 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 signed application.
2. Copy of current motor vehicle salvage license (if applicable).
3. Copies of the Junk Cart license for each vehicle (if applicable).
4. Copy of the location's Certificate of Occupancy permit.
 - If you do not have the permit for this location, contact the Department of Building and Housing, Code Enforcement at (216) 664-2910.
5. Fee of \$220.00 is due upon application submission for each location. Fees are payable by cash, check or credit card. This fee is non-refundable. Make checks payable to the City of Cleveland.



Junk Dealer & Scrap Metal Processor License Application

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

Phone: (216) 664-2264

Hours of Operation:
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dallicenses@clevelandohio.gov

Date:	License Number (internally assigned)
Fee: \$220.00 (Non-Refundable)	

Certificate of Occupancy Permit Number:		ATTACH PERMIT	
Are you a junk dealer?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
Are you a scrap metal processor?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No

SECTION A - TYPE OF BUSINESS			
<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)		

SECTION B - APPLICANT INFORMATION			
Name:			
Address (Residential):			
City;		State:	Zip:
Telephone:		Email:	
Social Security Number:			

SECTION C - BUSINESS INFORMATION			
Name:			
Business address:			
City:		State:	Zip:
Telephone:		Email:	
Federal ID Number:		Ward Number:	

SECTION D - LIST OF OFFICERS		
Name all parties having interest in said business. If corporation, list all officers.		
NAME/TITLE	SOCIAL SECURITY NUMBER	RESIDENCE ADDRESS



CITY OF CLEVELAND
Mayor Justin M. Bibb

Junk Dealer & Scrap Metal Processor License Application

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SECTION E - QUESTIONNAIRE

Describe type goods to be sold:

Does the Applicant operate any vehicle in the City streets used for the purpose of collecting, transporting or selling junk?
(If Yes, requires separate Junk Cart license)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If a Scrap Metal Processor, do you have means of Electronic Recording of Identification as defined by §676.062?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Has the Applicant, person holding interest or officers or the person completing this application (if different) ever been charged of a crime or civil liability related to environmental conditions? If yes, Explain in the space provided below.

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Explain here.

SECTION F – DECLARATION OF ENVIRONMENTAL COMPLIANCE

Have you attached your Declaration of Environmental Compliance?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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SECTION G - ACKNOWLEDGEMENT

By signing, Applicant acknowledges that they have read and understand Codified Ordinances §676.064 (Reports to Police), §676.08 (Records and Inspection), §676.10 (Minimum Holding Period), §676.11 (Dealer Limitations), §676.12 (License Revocation), §676.14 (Responsibility for Employees), §676.15 (Violations), and §676.99 (Penalties) and understands the obligations contained therein. I certify that the above information is true to the best of my knowledge.

APPLICANT SIGNATURE



Declaration of Environmental Compliance

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

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State of Ohio)
)ss: Declaration of Environmental Compliance
County of Cuyahoga)

I _____, after being first duly sworn according to law, depose and state:

1. I am the applicant for a Junk Dealer or Scrap Metal Processor Licenses at _____ pursuant to §676.02 of the Cleveland Codified Ordinances.
(Business Address)
2. The information contained in my written application is, to the best of my knowledge, true and accurate.
3. The premise for which this application is submitted contains no environmental contamination.
4. Neither I nor any person, firm or corporation which I have been associated with, has a history of criminal convictions or civil liability related to environmental conditions other than those which resulted on a consent decree (s) (copies of which are attached hereto if applicable) with which I and/or said person, firm or corporation am now fully in compliance.

Signature of Applicant

Title

Date

Sworn to and subscribed in my presence this _____ day of _____ 20____

Notary Public