



SECOND HAND DEALER LICENSE APPLICATION

Village of Northfield
Building & Zoning Dept..
199 Ledge Rd.
Northfield Village, OH 44067
(330) 468-4363

When Do You Need a Secondhand Dealer's License

A secondhand dealer license is a requirement whenever a person, firm or corporation purchases, sells, exchanges, or receives secondhand articles of any kind other than special purchase articles as defined in Village of Northfield Codified Ordinance Section 869 or ORC 4737, or scrap iron and scrap metal. Please refer to Section 869 for exclusions to the definition of secondhand articles.

This is an annual license that expires on December 31st.

Village of Northfield 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 village ordinance or regulation, you should consult an attorney regarding your specific situation.

Village of Northfield Codified Ordinance Chapter 869

How to Apply for a Secondhand Dealer's License

In Person: Village of Northfield Service Department, Building & Zoning Department, 199 Ledge Road, Northfield Village, OH 44067. Applications will be accepted Monday – Friday, 8:00 am – 3:00 pm.

By Mail: Village of Northfield Service Department, Attn: Building & Zoning Department, 199 Ledge Road, Northfield Village, OH 44067.

Online: Applications can be found at: northfieldvillage-oh.gov

What to bring with you

- Completed application
- Non-refundable application fee
- The fee is application fee is due at the time of submission. Fees can be paid in form of cash or check. Make all checks payable to the Village of Northfield.
 - Licenses issued prior to June 1st require a \$100.00 fee
 - Licenses issued on or after June 1st require a \$75.00 fee.



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DATE:	FEE: \$100.00 or \$75.00
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SECTION A: TYPE OF APPLICATION

<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		DOB	
Address			
City		ST	Zip
Phone		Email	
Social Security or Federal ID Number			

SECTION C: BUSINESS INFORMATION

Name		DOB	
Address			
City		ST	Zip
Phone			
Title of person executing application:			



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List any persons owning a 20% or more interest in the business below.

SECTION D: OWNER INFORMATION
Table with 4 rows, each containing fields for Name, Address, City, ST, Zip, and Phone.



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SECTION D: QUESTIONNAIRE (To be filled in by licensee applicant)

Has the Applicant ever been convicted of any crime? If yes, list here.

YES

NO

Describe type of goods to be bought or sold:

Have you ever been denied a license or secondhand dealer permit or had a license or permit revoked? Why?

YES

NO

Principle Owner's Name :

Additional Owner's Names:

Has any employee been convicted of any crime? If yes, list here.

YES

NO

By signing, Applicant acknowledges they have read and understand Codified Ordinances §869 in its entirety and the obligations of a Secondhand Dealer contained therein.

X

Date:



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FOR OFFICIAL USE ONLY

BASIS FOR DENIAL:

- _____ Application incomplete.
- _____ Fraud, misrepresentation, or false statement contained in the application.
- _____ Fraud, misrepresentation, or false statement made in the course of conducting business as a secondhand dealer.
- _____ Violation of any provision in chapter 869 of the Village of Northfield Codified Ordinances.
- _____ Conviction of a crime of receiving stolen property or a theft related offense.
- _____ Conducting the business of a secondhand dealer in an unlawful manner or in such a manner as to constitute a menace to the health, safety, or general welfare of the public.
- _____ Other (set forth reason for denial in space provided) _____

Date License Denied _____

Date License Approved _____

License Number _____

Amount Paid _____

Official Approving _____