

# CHECK LIST – CAR DEALER

Zoning Application Form (Approved by Building Commissioner)

Application

Articles of Organization

Franchise Agreement(s) (If applying for a Class I Dealer License)

Purchase & Sale Agreement

Lease Agreement (if applicable)

Business Certificate (Filed with the City Clerk)

Floor Plan/Vehicle Layout Plan

Worker's Compensation Insurance Affidavit

Surety Bond in the amount of \$25,000 (if applying for a Class II License)

Affidavit (if applying for a Class II Wholesale License)

Letter from Seller\*

\*If License/Property is being purchased, upon closing, a letter from the Seller will need to be submitted stating that the Seller has been satisfied with the sale and agrees to release the License.