



LICENSE APPLICATION FOR – **SECONDHAND STORES** MUNICIPAL CODE SECTION – **4-53**

DEFINITION:

Secondhand Store Owners include any person who keeps or maintains a business for the purchase or sale of secondhand clothing, secondhand furniture or secondhand goods, wares or merchandise of any kind.

GENERAL INSTRUCTIONS:

1. Print legibly and complete all sections to ensure efficient processing.
2. Assemble all required information and materials before filing application.
3. Thoroughly review all applicable Municipal Code Sections listed above.
4. Licenses expire January 31.
5. Add 10% to license fee for renewal after January 31.
6. Include \$5.00 license application fee payable to City of South Bend.
7. License fee payable to City of South Bend due at issuance - \$115.00.
8. Add \$40.00 to fee for Outdoor Display.
9. Report daily transactions to the SBPD in electronic form. The SBPD utilizes LeadsOnline as the sole means to electronically accept the daily transaction reports. Go to www.leadsonline.com to register your business.

APPLICATION PROCESS:

1. Thoroughly review Municipal Code Section 4-53.
2. See Municipal Code Section 4-53 for non-profit and charitable corporation exemptions.
3. Submit Application with \$5.00 Processing Fee.
4. Police background check of applicant, inspection of building by the Fire, Building, and Code Enforcement Departments.
5. License issued upon completion of inspections and receipt of payment.
6. Record keeping and inspections required to comply with Municipal Code Section 4-53.

LICENSE APPLICATION FOR – SECONDHAND STORES MUNICIPAL CODE SECTION – 4-53

I. APPLICATION TYPE Check One: **New** _____ **Renewal** _____

II. BUSINESS DATA

A. Business Name: _____

B. Business Address: _____

City: _____ State: _____ Zip: _____

C. Mailing Address (If different from above): _____

City: _____ State: _____ Zip: _____

D. Business Telephone Number: _____

E. Business Fax Number: _____

F. E-Mail Address: _____

G. Zoning of Proposed Business Location: _____

H. Types of goods, wares, or merchandise to be sold: _____

III. PERSONAL DATA

A. Applicant's Legal Name: _____

B. Residential Address: _____

City: _____ State: _____ Zip: _____

C. Residential Telephone Number: _____

D. Cellphone Number: _____

E. Social Security Number: _____ F. Gender: _____

G. Date of Birth: _____ H. Race: _____

H. Position with Business: _____

For Office Use Only

Application Filed _____ Fire Dept. Approval _____

Application Fee Paid _____ Building Dept. Approval _____

Sent to Dept. _____ License Fee Paid _____

Police Dept. Approval _____ License Number _____

Code Enforcement (If outdoor) _____

Not Approved _____

Reason _____

**LICENSE APPLICATION FOR – SECONDHAND STORES
MUNICIPAL CODE SECTION – 4-53**

IV. GENERAL QUESTIONS

A. Will there be Outdoor Displays on the premises:

Yes: _____ No: _____

B. Is Business operated by a Not-for-Profit fraternal organization, service club, or religious, educational or charitable institution:

Yes: _____ No: _____

C. Does Business sell used merchandise only on consignment basis?

Yes: _____ No: _____

V. INCLUDE \$5.00 PROCESSING FEE WITH APPLICATION

V. AFFIRMATION

I, hereby, certify and affirm that all of the information I have given in this application is true and accurate to the best of my knowledge. I further certify that I have in no way attempted to mislead the City in this application by omitting facts known to me. I have read and understand the regulations of the Secondhand Store license found in the City of South Bend Municipal Code, Section 4-53.

Signature

Date