

MINIMUM DEALER LICENSE REQUIREMENTS

NCDMV LICENSE AND THEFT BUREAU – DEALER UNIT
3129 MAIL SERVICE CENTER, RALEIGH, NC 27697-3129

1. OVERVIEW. The North Carolina Division of Motor Vehicles Dealer Unit monitors and updates information surrounding approximately 7,900 licensed automobile dealers and 44,000 licensed sales representatives. This section issues dealer/sales representative licenses, plates and 30-day markers to mail order and walk-in customers.

This section is also responsible for opening new dealerships and placing dealers out of business when their licenses have expired, been surrendered or revoked/suspended. The Dealer Unit is responsible for providing customer service in person, by correspondence and by telephone. This unit which resides in the Raleigh, NC area is only location in North Carolina that provides Dealer licensing services.

2. MINIMUM DEALER LICENSE REQUIREMENTS. The below information lists all requirements that are needed to complete prior to receiving a North Carolina Dealers License.

- (a) Have an “established salesroom” (Retail) containing at least 96 square feet of floor space in a permanent, enclosed building, or separate and apart from any living quarters, residence, or other business and having a separate entrance.
- (b) Have an “established office” (Wholesaler) containing at least 96 square feet of floor space in a permanent, enclosed building or structure which is accessible to Division personnel and is a place where books, records and files are required to be kept.
- (c) Established salesroom and/or established office is required to be in compliance with all State, County and Municipal zoning ordinances or regulations.
- (d) A sign designating the trade name of the business in block letters not less than three inches in height on a contrasting background.
- (e) Must furnish a corporate surety bond or a cash bond in the amount of fifty thousand dollars (\$50,000) for one established salesroom and twenty-five thousand dollars (\$25,000) for each established salesroom.
- (f) The Division must have evidence of an assumed name being filed with the Register of Deeds in the county in North Carolina where the business is maintained when such business is operated under any designation, name or style other than the real name of the owner or owners thereof or under its corporate name as it would appear on the dealer license certificate.
- (g) If the business will be conducted as a corporation, articles of incorporation must have been filed with the North Carolina Secretary of State. The first page of the corporate charter must accompany application for license. A foreign corporation must procure a certificate of authority from the North Carolina Secretary of State before being licensed to operate in this State.
- (h) Have a comprehensive liability insurance company policy or Garage Coverage Form-Automobile Dealer Supplementary Schedule policy number from the insurance company to cover dealer plates. **Provide Certificate of Garage Insurance** which indicates how many dealer plates are covered by the policy, and Certificate Holder listed as NCDMV 4121 New Bern Ave. Raleigh, NC 27610.
- (i) Application for license must accurately describe the physical location of the business such as; street name, street number, city, state and zip code. If a post office box number or rural route number is used, the above information must be included. It is not permissible to have a mailing address different from the actual location of the business. Wholesale applicants must supply the Division with a telephone number at which such business may be contacted by agents of the Division concerning records and sales transactions.

(j) Applicants for a “used motor vehicle” dealer’s license must show proof that within the last twelve months they have completed a 12-hour licensing course approved by the Division if seeking an initial license, and a 6-hour course approved by the Division if seeking a renewal of license. These educational requirements do not apply to the following (1) Used motor vehicle dealer (applicants) who under N.C.G.S. § 143-143.11 who complies with the educational requirements of N.C.G.S. § 143-143.11B; (2) Persons aged 62 or older as of July 1, 2002, who are seeking a renewal license. **Refer to N.C.G.S. § 20-288(a1)(2) for further information.**

(k) Prior to license being issued, all of the above requirements must be in compliance and the established salesroom and/or office must be inspected and approved by the agent of the License and Theft Bureau.

3. FEES AND INSPECTOR CONTACT INFORMATION

FEES: Additional fees per plate issued will be due in counties that require Regional Transit Authority (RTA)* Tax. It is \$1.00 for Randolph County and \$15.00 for Wake, Orange and Durham Counties.

Dealer/Wholesale/Distributor License Certificate:	\$115.50	Please contact an Inspector in the County you plan to open your Dealership. Site must be approved before submitting applications to the Dealer Unit.
Factory Branch License Certificate:	\$167.25	
Manufacture License Certificate:	\$250.50	___ District I Greenville (252) 999-7500
Sales/Factory Representative:	\$25.50	___ District II Fayetteville (910) 486-1331
Dealer Plate (first five plates):	\$46.25 each plate	___ District III Raleigh (984) 920-8450
Each Additional:	\$23.25 each plate	___ District IV Greensboro (743) 222-6000
Dealer Transporter Plate:	\$23.25 each plate	___ District V Winston-Salem (336) 767-8808
Temporary Markers:	\$25.00 per set of 25	___ District VI Huntersville (704) 331-4500 ___ District VII Asheville (828) 782-9640

Please provide original forms that have been completed legibly. Incomplete forms or illegible forms will not be processed. The following forms are required in order to process your application:

- LT-400(Notarized);
- LT-409(Notarized);
- LT-426(Notarized);
- 12Hour Continuing education certificate dated within the past 12 months;
- Zoning approval letter;
- Garage liability insurance certificate or declaration page;
- If Corporation/LLC, copies of your meeting minutes and Secretary of State filing;
- If Franchise, copy of franchise agreement(s);
- If out of State Manufacturer or Distributor, certificate of Authority; and
- Out of State Manufacturer must also provide proof of registration with The National Highway Traffic Safety Administration (NHTSA)