

AUTOMOBILE DEALER - USED

Definition

No person shall conduct business as a used car dealer without having first obtained a permit from the City pursuant to Part 1 of this Chapter except where the sale of used cars is an incidental function of a new car dealership.

Requirements

1. Current Vehicle Dealer License from the Department of Motor Vehicles
 2. Submittal of a plot plan on 8 x 11 sheet or larger showing off-street parking, office building(s), vehicle display area, landscaping plans, and all proposed signage for your business.
 3. Submittal of supplemental packet
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PERMIT & LICENSE FEES

Permit Fees

New	\$290.00
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License Fee

Business License Tax Schedule (3)

Processing Fee	\$25.00
SB-1186	\$4.00

**City of El Monte
Permit Committee**

**USED CAR LOT
Standard Conditions**

PLANNING DEPARTMENT

- 230. Portable signs are not permitted.
- 213. Maintain landscaping and underground irrigation system.
- 214. Flags/Pennants must be maintained in good condition.
- 215. All signs must conform to sign ordinance. Any new signs must have Planning Division approval prior to installation.
- 216. Vehicles cannot be parked on or over public right-of-way.
- 217. Must provide Planning Division with plot plan of property drawn to scale showing: buildings, off-street parking and vehicle display area.
- 220. Storage or inoperable vehicles is not permitted.
- 221. Auto repair work is not permitted unless all work is done inside an approved building.
- 219. Any facility on the premises must meet Building Department regulations.
- 222. Graffiti must be removed from any exterior surfaces of the structures and improvements on the property within seventy-two (72) hours following the application of the graffiti.

LICENSE DEPARTMENT

- 51. Pursuant to **EMMC Section 5.12.260**, all other City fees and taxes must be paid in full as a prerequisite to the issuance of this permit. Should the permit holder default on the payment of any fee or tax due the City by any provision of law or of this Code, this permit shall become invalid.

BUILDING DEPARTMENT

- 560. All building electrical plumbing & mechanical elements must be maintained to an acceptable level of code compliance.
- 860. "All requirements of the California Vehicle Code, and all other state and federal laws that pertain to the operation of a new and/or Used car dealership, shall be complied with at all times by the owners, managers, and Employees of the dealership.
- 888. Submittal, of a plot plan on an 8X11 sheet or larger showing off-street parking, office, building(s), vehicle display area, landscaping plans, and all proposed signage for your business.

**CTIY OF EL MONTE
PERMIT COMMITTEE
USED CAR DEALER APPLICATION
AND CONDITIONS OF OPERATION**

BUSINESS NAME _____ **CORPORATION NAME** _____

APPLICANT NAME _____ **BUSINESS ADDRESS** _____

CONTACT NAME _____ **BUSINESS NUMBER** _____

COMPLETED FIELD VERIFIED CONDITION

PLANNING DEPARTMENT:

230. No portable signs or flags are permitted.
213. Maintain landscaping and underground irrigation system.
214. Flags/Pennants must be maintained in good condition. One flag and one pennant may be permitted for every 10' of primary street frontage.
Flags/Pennants may not be attached to a property line fence. Submit a proposal indicating location and method of attachment for review and approval.
215. All signs must be in compliance with sign ordinance. Any new signs must have Planning Division approval prior to installation.
216. Vehicles cannot be parked on or over public right-of-way.
217. Must provide Planning Division with plot plan of property drawn to scale showing: buildings, off-street Parking and vehicle display area. (See attached samples)
220. Storage or inoperable vehicle is not permitted.
221. Auto repair work is not permitted unless all work is done inside an approved building.
219. Any facility on the premises must meet Building Department regulations.
222. Graffiti must be removed from any exterior surfaces of the structures and improvements on the Property within seventy-two (72) hours following the application of the graffiti.

Planning Division approval _____

LICENSE DEPARTMENT:

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51. Pursuant to EEMC Section 5.12.260, all other City fees and taxes must be paid in full as a prerequisite to the issuance of this permit. Should the permit holder default on the payment of any fee or tax due the City by any provision of law or of this Code, this permits shall become invalid.

License Division approval _____

**CITY OF EL MONTE
 PERMIT COMMITTEE
 USED CAR DEALER APPLICATION
 AND CONDITIONS OF OPERATION**

COMPLETED FIELD VERIFIED CONDITION

BUILDING DEPARTMENT:

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560. All building, electrical, plumbing, and mechanical elements must be maintained to an acceptable level of code compliance.

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860. All requirements of the California Vehicle Code and all other state and federal laws that pertain to the operation of a new and/or used car dealership, shall be complied with at all times by the owners, managers, and employees of the dealership.

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888. Submittal of a plot on an 8X14 sheet or larger showing off street parking, office, building's, vehicle display area, landscaping plans, and all proposed signage for your business.

Building Division approval _____

COMMERCIAL CODE ENFORCEMENT:

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Make appointment with Commercial Code Enforcement to verify compliance with all items.

Date: _____

Time: _____

Commercial Code Enforcement approval _____

SITE APPROVAL DATE: _____

AGENT: _____

NOTES
