



MINNESOTA DEPARTMENT OF PUBLIC SAFETY  
 DRIVER AND VEHICLE SERVICES  
 445 Minnesota Street  
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<b>OFFICE USE ONLY</b>
<b>DEALER NUMBER:</b> _____
<b>DATE RECEIVED:</b> _____
<b>INITIALS:</b> _____

**Minnesota Vehicle Dealer License – Commercial Location Checklist**

This checklist describes (check one):  Primary Location  Additional Location  
 (Attach a separate checklist for each location)

**Dealer Name:** \_\_\_\_\_ **Dealer Number:** \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

**Commercial Building Requirement:** New, Used, Salvage Pool, and Auctioneer Dealers must have a Commercial Building, which means a permanent, enclosed building that is on a permanent foundation and is connected to local sewer and water facilities or otherwise complies with local sanitation codes, is adapted to commercial use, and conforms to local government zoning requirements. (Minnesota Statutes, section 168.27 subdivision 1).

**Commercial Office Space Requirement:** Lessors, Wholesalers, and Brokers must have at least a Commercial Office Space, which means a space occupying all or part of a commercial building. (Minnesota Statutes, section 168.27 subdivision 1).

**Instructions**

- Check the type of dealer’s license that applies
- Answer **T** (True) or **F** (False) to each statement that applies to the license type you checked.
- Dealership owner or officer must sign on reverse side of form.

**Check the license type that applies to you:**  **New**  **Used**  **Salvage Pool**  **Additional Location**  **DSB**  
 **Display Lot - respond to statements 2, 7 & 8 only**

T/F	
1.	The dealer keeps all books and records necessary to conduct business at the main dealership location. The dealer maintains copies of the books and records at any additional locations they may have.
2.	The dealer owns the above location or leases the location (minimum one-year lease required). Please attach proof of ownership or <b>Verification of Property Lease - form PS2407</b> .
3.	The dealership has a separate and identifiable entrance that leads to the outdoors (See definition of commercial building above). May include a strip mall or commercial garage building. Other entrances that lead from other areas of the building must be closed and lockable (Commercial office space within a commercial building does not meet the statutory license requirement).
4.	The public cannot access the dealership by entering through any other business or residence that is located in the same building as the dealership.
5.	The dealership location is enclosed with floor to ceiling walls, a door that can be shut and locked to close off the entire entrance, and is designated for exclusive use of the dealership.
6.	The dealership location has an address that is separate from any other address in the building.
7.	The dealership has a display area, either indoors or outdoors, large enough to display at least 5 vehicles. This display area is designated for the exclusive use of the dealership and is distinguished from any other business’ inventory.
8.	The dealership has a sign outside of the commercial building, in a public area that identifies the dealership. <ul style="list-style-type: none"> <li>• The sign must be in letters that contrast sharply in color with the sign background.</li> <li>• If the sign is on a commercial building or a display area, it must be readily legible during daylight hours from the nearest road or street.</li> <li>• If the dealer’s display area is not adjacent to the dealer’s commercial building, the sign at the display area must also indicate where the commercial building is located.</li> </ul>
9.	The dealership’s normal business hours are conspicuously posted and readily viewable by the public.
10.	Personnel or automatic telephone answering service is available during normal business hours.
11.	The above location meets all local zoning requirements as indicated on the <b>Zoning Verification Form (PS2421)</b> .
12.	<b>(New Vehicle Dealers Only)</b> The dealership has a facility for the repair and service of motor vehicles and the storage of parts, not more than ten miles distance from the principal place of business.

Check the license type that applies to you:  Wholesale License  Lessor  Broker

T/F

	The dealer keeps all books and records necessary to conduct business at the main dealership location. The dealer maintains copies of the books and records at any additional locations they may have.
	The dealer owns the above location or leases the location (minimum one-year lease required). Please attach proof of ownership or <b>Verification of Property Lease Form (PS2407)</b> .
	The dealership location is enclosed with floor to ceiling walls, a door that can be shut and locked to close off the entire entrance and is designated for exclusive use of the dealership.
	Personnel or automatic telephone answering service is available during normal business hours.
	The above location meets all local zoning requirements as indicated on the <b>Zoning Verification - form PS2421</b> .
	<b>(Broker Only)</b> The dealership has a sign, clearly identifying the broker by name and listing the business hours. The sign is posted in a location readily viewable by the public.
	<b>(Lessor Only)</b> The dealership's normal business hours are conspicuously posted and readily viewable by the public.

Auctioneer

T/F

	The dealer keeps all books and records necessary to conduct business at the main dealership location. The dealer maintains copies of the books and records at any additional locations they may have.
	The dealer owns the above location or leases the location (minimum one-year lease required). Please attach proof of ownership or <b>Verification of Property Lease - form PS2407</b> .
	The dealership has a separate and identifiable entrance that leads to the outdoors or to a public area. The dealer may maintain other entrances to the dealership. Other entrances that lead from a commercial or residential space in the same building must be lockable and close the entire entrance. Shared office space, such as a reception area or secretary, does not qualify as a public area.
	The public cannot access the dealership by entering through any other business or residence that is located in the same building as the dealership.
	The dealership location is enclosed with floor to ceiling walls, a door that can be shut and locked to close off the entire entrance and is designated for exclusive use of the dealership.
	The dealership location has an address that is separate from any other address in the building.
	The dealership's normal business hours are conspicuously posted and readily viewable by the public.
	Personnel or automatic telephone answering service is available during normal business hours.
	The above location meets all local zoning requirements as indicated on the <b>Zoning Verification Form (PS2421)</b> .

Limited Used Vehicle License

T/F

	The dealer keeps all books and records necessary to conduct business at the main dealership location. The dealer maintains copies of the books and records at any additional locations they may have.
	The dealer owns the above location or leases the location (minimum one-year lease required). Please attach proof of ownership or <b>Verification of Property Lease Form (PS2407)</b> .
	The dealership's normal business hours are conspicuously posted and readily viewable by the public.
	Personnel or automatic telephone answering service is available during normal business hours.

**This place of business meets all standards outlined above. I understand that any incorrect statement constitutes material misrepresentation and as a result, the dealer license is subject to withdrawal.**

X \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature of Owner/Officer)