



CITY OF EVANSVILLE
CIVIC CENTER COMPLEX, ROOM 300
1 NW MLK JR. BLVD.
EVANSVILLE, IN 47708

SECONDHAND MERCHANT LICENSE

(Evansville Municipal Code Chapter 5.30 Secondhand Goods, Secondhand Stores, And Consignment Shops)

APPLICATION SUBMISSION

All individuals must obtain a license from the City Controller's Office under the provisions of the Secondhand Goods, Secondhand Stores, And Consignment Shops Ordinance of the Evansville Municipal Code 5.30, stating that no person shall engage in the business of buying or selling secondhand goods without obtaining a license therefor as provided herein. A separate license shall be required for each location and separate business.

City Controller's Office
Attn: License Clerk
Civic Center Complex
1 NW MLK Jr Blvd, Room 300
Evansville, IN 47708.

Please note that incomplete applications will be rejected. Should you have any questions regarding the licensing process, please contact the City Controller's office at 812-436-4919.

LICENSE FEE SCHEDULE

License Application Fee: **\$25.00**

LICENSE FEE PAYMENT

The License Application Fee is an annual fee that is payable to the City of Evansville. The License Application Fee is due at the time of application. Whenever a license is not approved or is refused, any license fee paid in advance shall be refunded to the applicant (EMC 5.05.020).

Payment of the fees can be made by check, cashier's check, or money order. Please ensure that your check or money order is made payable to the City of Evansville. Please note that failure to pay the fees in full or accurately may result in revocation of your license.

LIMITED CRIMINAL HISTORY CHECK

After submitting a completed application and paying the annual license fee to the License Clerk of the Controller's Office, applicants will be sent to the Evansville Police Department for a limited criminal history check and fingerprints. Applicants will need to bring their state-issued identification for processing to the Evansville Police Department.

Limited Criminal History Check Fee **\$10.00**
Finger printing Fee **\$10.00**

Make Money Orders payable to the Evansville Police Department for all local background check fees.

The Evansville Police Department will issue a picture identification card if the application is approved.

EXPIRATION AND RENEWAL OF LICENSE

It is imperative to note that licenses for Pawnbroker expire annually on the 31st of December, and as such, must be renewed before the expiration date. The renewal process requires the submission of a new application to the City Controller before the license expires.



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FEE SCHEDULE: \$25.00 for digital report filing and \$300.00 for non-digital filing.

PERMIT: BEGINNING DATE _____ ENDING DATE 12/31/ _____

OWNER'S FULL NAME _____

OWNER'S ADDRESS _____

CITY, STATE, ZIP _____ PHONE NUMBER _____

BUSINESS NAME _____

PHYSICAL BUSINESS ADDRESS _____

CITY, STATE, ZIP _____ PHONE NUMBER _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TYPE OF BUSINESS: CORPORATION _____ LIMITED LIABILITY COMPANY _____

PARTNERSHIP _____ SOLE PROPIETORSHIP _____ OTHER _____

LIST OF ALL BUSINESS PARTNERS, DIRECTORS, OFFICERS, OWNERS, ETC.
INCLUDING NAMES AND ADDRESSES (ATTACH ADDITIONAL PAGES AS NEEDED)

(1) NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

(2) NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME OF APPLICANT _____

PHYSICAL DESCRIPTION OF APPLICANT: SEX _____ RACE _____

HEIGHT _____ EYE COLOR _____ DATE OF BIRTH _____

HAS THE APPLICANT EVER BEEN ARRESTED AND/OR CONVICTED OF A CRIME OTHER
THAN A TRAFFIC VIOLATION? YES _____ NO _____

IF SO, WHAT STATE? _____ CHARGE DISPOSITION? _____

List of previous locations where applicant has engaged in the purchase of secondhand goods
as an owner, agent, operator, partner, or employee within the last 18 months.



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ATTACH THE FOLLOWING:

1. Applicants will need to bring their state-issued identification for processing to the Evansville Police Department, EPD.
 - a. The EPD will issue a picture identification card if the application is approved.
2. Attach an additional sheet if needed.

I, _____, state that the facts contained in and attached to this application are true, as I am informed and verily believe.

SIGNATURE _____ DATE _____

FOR EPD'S, USE ONLY

1. Local Record Check
 - a. Clear (date & initial) _____
 - b. Denied (date & initial) _____
 - c. If an applicant has a record, a supervisor must approve.
2. Finger printers _____ or print card on file _____ (place in notes field in RMS)
3. Take picture if needed _____ (place in notes field in RMS)
4. Make a badge and have the applicant sign.
5. Not in RMS type of application and year.
6. Scan application into applicant name file.

FOR THE CONTROLLER'S OFFICE, USE ONLY

CHECK NUMBER _____ BUSINESS ACCT # _____

LICENSE CLERK _____ LICENSE NUMBER _____

Chapter 5.30
SECONDHAND GOODS, SECONDHAND STORES, AND CONSIGNMENT SHOPS

Sections:

[5.30.010 Definitions.](#)

[5.30.020 Exemption.](#)

[5.30.030 License required.](#)

[5.30.040 Reporting requirements.](#)

[5.30.050 License fee.](#)

[5.30.060 Purchasing regulations.](#)

[5.30.070 Fines and penalties.](#)

5.30.010 Definitions.

When used in this chapter, the following words shall have the following meanings unless the context clearly indicates otherwise:

“Secondhand goods” shall mean any article, item, or good which was previously used by any person for its manufactured purpose and is to be resold to a customer for its manufactured use. This definition shall include:

- (1) All serial numbered items or items which originally had a serial number;
- (2) All electronics including but not limited to televisions, video cassette players or recorders (VCRs), stereos and stereo equipment, radios, compact disc or cassette recorders or players, appliances, computers and computer equipment;
- (3) All hand tools (non-powered tools) except hand tools over 30 years old;
- (4) All gasoline- or electric-powered tools having an engine or motor.

“Secondhand merchant” shall mean a person operating a business which buys or sells secondhand goods.

“Secondhand merchant” shall also include a person who operates a business which offers for sale secondhand goods on a consignment basis. [Ord. G-2012-10, passed 6-26-12; Ord. G-99-23, passed 8-31-99; Ord. G-99-12, passed 6-7-99. 1983 Code § 11.131.01.]

5.30.020 Exemption.

This chapter shall not apply to any of the following:

- (A) Any transaction involving vehicles, boats, watercraft, motorcycles or other goods licensed by the State of Indiana.
- (B) A secondhand precious metal and gem dealer licensed under EMC 5.35.020.
- (C) Persons operating a business in the City of Evansville at a location for less than seven days in any calendar year.
- (D) Persons licensed as pawnbroker under EMC 5.15.020.
- (E) Auctioneers licensed by the State of Indiana.
- (F) Not-for-profit organizations.
- (G) Salvage companies.
- (H) All guns.
- (I) Trade-in on the purchase of new equipment. [Ord. G-99-23, passed 8-31-99; Ord. G-99-12, passed 6-7-99. 1983 Code § 11.131.02.]

5.30.030 License required.

No person shall engage in the business of buying or selling secondhand goods without obtaining a license therefor as provided herein. A separate license shall be required for each location and separate business. [Ord. G-99-23, passed 8-31-99; Ord. G-99-12, passed 6-7-99. 1983 Code § 11.131.03.]

5.30.040 Reporting requirements.

A person engaged in the business of buying and selling secondhand goods shall report to the Evansville Police Department, by noon of the next business day, the following information:

- (A) Name, address, date of birth, race, sex, and driver's license or State identification number of the person from whom the item is purchased;
- (B) Date and time of the transaction;
- (C) A description of the item including brand name, model number, serial number, and engravings or markings;
- (D) A separate report shall be made fully describing each item purchased by make, model, and serial number.

The information required above shall be furnished in a digital format provided by the Evansville Police Department. The items must be held in their original condition for at least 10 business days from the reporting

date prior to offering the items for sale or altering the item. [Ord. G-2012-10, passed 6-26-12; Ord. G-99-23, passed 8-31-99; Ord. G-99-12, passed 6-7-99. 1983 Code § 11.131.04.]

5.30.050 License fee.

(A) The fee for the license herein is \$25.00 per year if the business agrees to e-mail the digital reports required herein or file the reports electronically in a format agreeable to the Evansville Police Department.

(B) The fee for a license herein is \$300.00 per year if the licensee does not electronically file the reports herein. [Ord. G-2012-10, passed 6-26-12; Ord. G-99-23, passed 8-31-99; Ord. G-99-12, passed 6-7-99. 1983 Code § 11.131.05.]

5.30.060 Purchasing regulations.

(A) A secondhand merchant shall not buy goods from a minor (person under 18 years of age) without the written consent of a parent or guardian.

(B) A clear photograph or photocopy of driver's license shall be maintained at place of business.

(C) The secondhand merchant shall at the time of making the purchase require the signature and right thumbprint of the seller on the purchase card maintained by the licensee. If the seller does not have a right thumb, any other existing finger may be used. However, a clear print must be obtained. A secondhand merchant shall maintain the records required in this chapter for a period of one year. [Ord. G-2012-10, passed 6-26-12; Ord. G-99-23, passed 8-31-99; Ord. G-99-12, passed 6-7-99. 1983 Code § 11.131.06.]

5.30.070 Fines and penalties.

Any person who violates this chapter shall be subject to the following fines:

(A) Operating as a Secondhand Merchant without a License.

First offense	\$200.00
Second offense within any 12-month period	\$500.00
Third offense, or thereafter, within any 12-month period	\$1,000

(B) Failure to Provide Complete Reports in a Timely Manner.

First offense	\$50.00
Second offense within any 12-month period	\$100.00
Third offense, or thereafter, within any 12-month period	\$250.00

(C) In addition to the fines above, the Board of Public Safety may refuse to license, suspend a license, or revoke a license, following a hearing, to any business that violates the requirements of this chapter. All licenses issued shall be following approval by the Board of Public Safety. [Ord. G-2012-10, passed 6-26-12; Ord. G-99-23, passed 8-31-99; Ord. G-99-12, passed 6-7-99. 1983 Code § 11.131.07.]