

# Facility Requirements

# General Facility Requirements

- Licensed facilities must be owned or leased by the applicant.
- Established places of business must be separate from living quarters and separate from any other unrelated businesses.
- Facilities need to have an entrance that is used exclusively to gain access to the established place of business.
- Facilities must have a solid wall separating the established place of business from any other unrelated businesses or a residence.
- Display the license and supplement license(s) issued in a public space visible to the general public.

# NEW CAR DEALERS AND USED CAR DEALERS

## Primary location

- Application and additional fees are required.
- Leased if the area is not owned by the dealer.
- Land Use/Zoning approval.

### Must meet the following requirements:

- Business hours posted for a minimum of 30 hours per week, with a minimum of five 6-hour days between 6 am and 9 pm.
- A 5000 *sq. '* display area that is mowed, plowed, and free of debris.
- A 400 *sq. '* repair facility with workable floor space and heating.
- A 64 *sq. '* office space including at least two chairs, a desk, and a filing cabinet.
- 12 *sq. '* Sign permanently mounted and readable from 200 . '

**NOTE: Please See Dealer Rules for all requirements**

# **MOTORCYCLE DEALERS, LIGHT TRAILER, HEAVY TRAILER DEALERS, AND EQUIPMENT DEALERS**

- Application and additional fees are required.
- Leased if the area is not owned by the dealer.
- Land Use/Zoning approval.

Must meet the following requirements:

- Business hours posted for a minimum of 30 hours per week, with a minimum of five 6-hour days between 6 am and 9 pm.
- A display area that is large enough to permit the display of at least two of the largest units of the types of vehicle the business is licensed to sell.
- A 64 sq.´ office space including at least two chairs, a desk, and a filing cabinet.
- 12 sq.´ Sign permanently mounted and readable from 200.´

# **MOTORCYCLE DEALERS, LIGHT TRAILER, HEAVY TRAILER DEALERS, AND EQUIPMENT DEALERS: CONTINUED**

A repair facility that is:

1. For motorcycle licenses: located within the building or buildings identified as the established place of business or annex and used exclusively by the dealership;
2. For trailer, light trailers, and equipment licenses: located within, or in an area outside, the building or buildings identified as the established place of business or annex;
3. Large enough to permit the simultaneous repair of at least two units of the type of vehicle the applicant will be licensed to sell;
4. Heated if located within the building or buildings identified as the established place of business or annex; and
5. Reasonably free of debris, hazards, and unrelated materials
6. Containing a hard surface, non-dirt floor.

# RECYCLERS

- Application and additional fees are required.
- Leased if the area is not owned by the dealer.
- Land Use/Zoning approval. Recyclers must be issued an automobile graveyard or automobile recycling business permit by the town.

Must meet the following requirements:

- Be a permanent location within the State which is easily accessible and open to the public at all reasonable times:
- Have facilities that are adequate for the storage and display of vehicles being handled.
- Be reasonably free of debris, hazards, and unrelated materials.
- Have an office that is adequate for the business being conducted, heated, reasonably free of debris and unrelated materials, and contains the records of said business.
- Business hours posted for a minimum of 30 hours per week, with a minimum of five 6-hour days between 6 am and 9 pm.
- 12 sq. ' Sign permanently mounted and readable from 200. '

# VEHICLE AUCTIONS

- Application and additional fees are required.
- Leased if the area is not owned by the dealer.
- Land Use/Zoning approval.

Must meet the following requirements:

- Have reasonable business hours which are posted and clearly visible on the exterior or through a window of the building.
- A display area that is mowed, plowed, and free of debris.
- A 64 sq.´ office space including at least two chairs, a desk, and a filing cabinet.
- 12 sq.´ Sign permanently mounted and readable from 200.´

# TRANSPORTER

- Application and additional fees are required.
- Leased if the area is not owned by the dealer.
- Land Use/Zoning approval.

Must meet the following requirements:

- Have an office located in a permanent, heated, enclosed building that is in good repair and which is owned or leased by the applicant.
- Have reasonable hours posted and clearly visible on the exterior or through a window of the building identified as the business.
- Not required to have a display area.
- Not required to have a repair facility.
- Have a permanently mounted sign visible from the business entrance.

# LOANER

- Application and additional fees are required.
- Leased if the area is not owned by the dealer.
- Land Use/Zoning approval.

Must meet the following requirements:

- Have an office located in a permanent, heated, enclosed building that is in good repair and which is owned or leased by the applicant.
- Have reasonable hours posted and clearly visible on the exterior or through a window of the building identified as the business.
- Not required to have a display area unless the applicant is licensed as a dealer.
- Have a repair facility located within the building or buildings identified as the established place of business or annex. Which is equipped with the necessary tools of the business operated.
- Have a permanently mounted sign visible from the business entrance.

# Secondary Locations

## Secondary Locations:

- Must be leased if the area is not owned by the dealer.
- Land Use/Zoning form required.
- Space enough to display at least two (2) of the largest units of the type of vehicles the applicant is licensed to sell.
- Sign that meets the same requirements as primary.
- Application and additional fees are required.
- No mileage restriction from the primary location.
- Records may be kept at the primary location.

# Annex Locations

## Annex Locations:

- Must meet the same requirements as the primary place of business.
- Application and additional fees are required.
- Leased if the area is not owned by the dealer.
- Land Use/Zoning approval.

# **Please refer to the following for additional guidance:**

- M.R.S.A. Title 29A Chapter 9
- Secretary of State Rules and Regulations Chapter 103