

NORTH CAROLINA MOTOR VEHICLE MINIMUM DEALER LICENSE REQUIREMENTS

- ___ 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.
- ___ 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.
- ___ Established salesroom and/or established office is required to be in compliance with all State, County and Municipal zoning ordinances or regulations.
- ___ A sign designating the trade name of the business in block letters not less than three inches in height on a contrasting background.
- ___ 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.
- ___ 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.
- ___ 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.
- ___ Have a comprehensive liability insurance company policy or Garage Coverage Form-Automobile Dealer Supplementary Schedule policy number or binder number from the insurance company to cover dealer plates.
- ___ Must purchase required local and municipal “Traders” license from municipality and county.
- ___ 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.
- ___ Any officer of a corporation, partner or owner of a business who has been convicted of an offense of receiving or transferring stolen vehicles (NCGS 20-106), fraud in connection with rental vehicles (NCGS 20-106.1), injuring or tampering with vehicles (NCGS 20-107), or making false affidavit-perjury (NCGS 20-112) within five years next preceding the date of filing the application for license; or having been convicted in the past of a felony involving moral turpitude under the laws of this State, another State or the United States, will not be eligible for a dealer’s license.
- ___ 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 NCGS 1.43-143.11 who complies with the educational requirements of NCGS 143-143.11B; 2.) Persons age 62 or older at time of application who are seeking the renewal of an Individual or Partnership license.
- ___ 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. The record of inspection must accompany the application for license.

FEES: (Additional fees per plate issued will be due in counties that require Regional Transit Authority, *RTA, Tax)		
Dealer License Certificate:	\$90.00	Please contact an Inspector in the County you plan to open your
Factory Branch License Certificate:	\$130.00	Dealership. Call between 8:00 & 10:00am Monday through Friday.
Manufacture License Certificate:	\$195.00	___ District I Greenville (252) 752-4435
Sales/Factory Representative:	\$20.00	___ District II Fayetteville (910) 486-1331
Dealer Plate (first five plates):	\$36.00 each plate	___ District III Raleigh (919) 816-9194
Each Additional:	\$18.00 each plate	___ District IV Greensboro (336) 256-2024
Dealer Transporter Plate:	\$18.00 each plate	___ District V Winston-Salem (336) 767-8808
Temporary Markers:	\$25.00 per set of 25	___ District VI Huntersville (704) 331-4500
*RTA Fees-Randolph \$1, Wake/Orange/Durham \$15		___ District VII Asheville (828) 782-9640