



Procedures for Obtaining Scrap Metal/Junk Dealer's Permit

1. Secure an application from the Permits Office located at 2714 Union Ave. Extended Suite 100. Office hours are Monday through Friday from 8:30 a.m. to 4:00 p.m. Phone: (901) 636-6711; Fax: (901) 323-9913
2. Complete and return application to the Permits Office. Application fee is \$100.00. Background check is \$29.00. There is a \$3.00 notary fee if the application is notarized in the office.

All Applicants and all their employees must not have been convicted of a felony, or any offense relating to theft of goods within the past five (5) years preceding the date of the application.

Prior to approval, applicants must provide:

- A. Current Shelby County Business License
 - B. Current "Use and Occupancy Certificate"
 - C. A list of all current employees. This list must be kept current, and a copy must be maintained at the business location.
3. The business location will be inspected by Permit Inspectors and Memphis Police Department Investigators for compliance with Ordinance regulations.
 4. The applicant must not have had a similar permit or license denied, revoked or suspended for any of the above causes by the city or any other state or local agency within five years preceding the application.
 5. Scrap Metal/Junk Dealer Permits are not transferable. Each permit expires on July 1st each year.
 6. A valid permit may be renewed for one year. Renewal applications must be received in the Permits office at least one month before expiration. Upon application for renewal, applicants must meet all standards of issuance listed in these procedures.
 7. The business location & Permit holder will be subject to periodic inspection and records review as required by Memphis Police Department Investigators.

8. Any applicant denied a Scrap Metal/Junk Dealer's Permit or renewal may appeal to the City Council within ten (10) business days of the denial.