



**CITY OF HOUSTON**  
**APPLICATION FOR LICENSE TO DEAL IN**  
**MOTOR VEHICLES, TRAILERS, MOTOR VEHICLE PARTS AND ACCESSORIES**  
(Print or type all information)



Application is hereby made to you for an \_\_\_\_\_ License (See back for proper license name), and, in this behalf the following is made:

1. BUSINESS NAME \_\_\_\_\_  
(Attach copy of Assumed Name Certificate.)
2. ADDRESS OF BUSINESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_
3. EMAIL ADDRESS \_\_\_\_\_ Date business began at this location \_\_\_\_\_ PHONE # \_\_\_\_\_
4. Applicant is ( ) owner ( ) lease holder of property? If lease holder, give names and addresses of persons from whom you are leasing:  
\_\_\_\_\_

(Attach to this application a copy of the lease agreement or property deed, an engineered survey, and legal description of the property.)

5. If application is for an Automotive Storage Lot or Salvage Yard License, is your business property line within three hundred feet (300') of the property line of a church, school or residence? Yes ( ) or No ( ).
6. IF SOLE OWNER, LIST BELOW. IF PARTNERSHIP, LIST NAMES OF ALL PARTNERS; IF A CORPORATION, LIST NAMES AND TITLES OF THE OFFICERS OF THE CORPORATION; IF MARRIED, GIVE NAME OF SPOUSE. (Attach copy of corporate or partnership agreement.)

**IMPORTANT! PLEASE FILL IN ALL REQUIRED INFORMATION**

- A. FULL NAME \_\_\_\_\_ TDL \_\_\_\_\_ #SS# \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
RACE \_\_\_ SEX \_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ DOB \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_
- B. FULL NAME \_\_\_\_\_ TDL \_\_\_\_\_ #SS# \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
RACE \_\_\_ SEX \_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ DOB \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_
- C. FULL NAME \_\_\_\_\_ TDL \_\_\_\_\_ #SS# \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
RACE \_\_\_ SEX \_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ DOB \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

\_\_\_\_ 7. Has/have Applicant/s been in jail or imprisoned for any convictions within the last seven (7) years? Yes ( ) No ( )  
Initials If "yes", which applicant/s?  
\_\_\_\_\_

\_\_\_\_ 8. Has/have Applicant/s been convicted within the past seven (7) years of a Felony or Misdemeanor, including DWI, but not traffic? Yes ( ) No ( )  
Initials If "yes", for what, where and when:  
\_\_\_\_\_

\_\_\_\_ 9. Has/have Applicant/s received probation/parole for any of the above convictions? Yes ( ) No ( ) If "yes", explain:  
Initials \_\_\_\_\_

\_\_\_\_ 10. Are you in compliance with all deed restrictions that apply to your business address? Yes ( ) No ( )  
Initials (Attach copy of city Occupancy Permit.)

\_\_\_\_ 11. Previous business occupation/s for the past five years (Company, Location and Type):  
Initials \_\_\_\_\_

\_\_\_\_ 12. I understand that this application is an official government record. I understand that knowingly making a false entry or omitting required  
Initials information in one or more of the above fields could result in criminal charges and the denial/revocation of my license.

Date Application Made \_\_\_\_\_ (X) \_\_\_\_\_  
Signature & Title  
(X) \_\_\_\_\_  
Signature & Title

**State of Texas**  
**County of Harris**

\_\_\_\_\_, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.

Subscribed and sworn to before me this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in & for the State of Texas

**FOR OFFICE USE ONLY**

Grant License Subject to Approval of:  
Automotive Board of the City of Houston  
Mail: Houston Police Department  
Auto Dealers Detail  
P.O. Box 3408  
Houston, Texas 77253-3408

Office: Auto Dealers Detail  
1002 Washington Ave.  
Houston, Texas 77002  
Phone: (832) 394-4800  
Fax: (832) 394-4801

Revised 6/5/2016

**PLEASE INDICATE THE LICENSE APPLICABLE TO YOUR BUSINESS WITH A CHECK MARK**

**RETAIL SUPPLY DEALER - RSD**

Business dealing in new automotive parts and accessories at retail prices only.  
For example: Auto Part Stores, Grocery Stores, etc.

**WHOLESALE JOBBER & RETAIL SUPPLY DEALER - WJ&RSD**

Anyone in the business of buying or selling new automotive parts and accessories at wholesale and retail prices. For example: Parts stores who not only sell retail to the public, but also sell wholesale.

**WHOLESALE JOBBER & SUPPLY DEALER - WJ&SD**

Anyone in the business of buying or selling new automotive parts and accessories at wholesale prices only. For example: Part stores that sell only at wholesale prices.

**MOTOR VEHICLE DEALER - MVD**

Anyone buying and selling motor vehicles: cars, trucks, motorcycles, trailers, any type of vehicle that is registered (licensed) for the highway. You do not rebuilt vehicles and sell them.

**MOTOR VEHICLE & RETAIL SUPPLY DEALER - MV&RSD**

Anyone buying and selling motor vehicles: cars, trucks, motorcycles, trailers, any type of vehicle that is registered (licensed) for the highway, and, buying and selling new automotive parts and accessories at retail prices.

**AUTOMOTIVE PARTS REBUILDER - APR**

Anyone that rebuilds transmissions, radiators, alternators, starters, or any other rebuildable automotive parts.

**AUTOMOTIVE REBUILDER & DISMANTLER - AR&D**

Anyone who rebuilds used or secondhand motor vehicles or dismantles used or secondhand motor vehicles and sells the parts off them.

**CONSENT STORAGE LOT OPERATOR - CSLO**

Any person who engages in, conducts or carries on the public business of storing motor vehicles, including wrecked, damaged, or repossessed motor vehicles; provided however that this term shall not include those who store new or used motor vehicles pending the retail sales thereof nor those who own or operate lots or garages for the hourly or daily parking of motor vehicles. The term also shall not include any facility that is required to be licensed pursuant to the Vehicle Storage Facility Act (Chapter 2303 of the Texas Occupations Code) unless the facility, in addition to keeping vehicles parked or stored without the owners' consent as authorized by a license granted thereunder, keeps vehicles parked or stored with the owners' consent.

**AUTOMOTIVE REPAIR FACILITY - ARF**

Any person who engages in, conducts, or carries on the public business of repairing motor vehicles or motor vehicle trailers, or both, including businesses that replace parts or fluids. You do not rebuild vehicles or remove parts from one vehicle to repair another.

**USED PARTS AND USED ACCESSORY DEALER - UP&UAD**

Anyone in the business of buying or selling used parts and accessories at wholesale or retail prices. For example: persons buying or selling used motor vehicle parts, seats, radios, tires, wheels, tailgates, glass tops or hubcaps.

**BODY SHOP FACILITY WITH STORAGE PRIVILEGES - BSWSP**

Any Person who operates an automotive repair facility that is primarily a body shop and has qualified under division 4 of this article to provide storage of customer vehicles for not more than 30 days in exchange for a fee pending the repair or other disposition of the vehicles.

**PLEASE SEE CHAPTER 8 OF THE CODE OF CITY ORDINANCES FOR ANY ADDITIONAL INFORMATION. CHAPTER 8 DESCRIBES THE RULES AND REGULATIONS THAT WILL GOVERN YOUR BUSINESS.**