



Office of the City Clerk  
40555 Utica Road  
P.O. Box 8009  
Sterling Heights, MI 48311-8009

**Secondhand Merchant Registration (\$116.00 annual fee to register as Secondhand Merchant)**

The undersigned hereby registers as a Secondhand Merchant under Chapter 12 –21 of the Codified Ordinances of the City of Sterling Heights. (Note, this does not take the place of the requirement to register as a business under Chapter 12-2)

NAME OF SECONDHAND MERCHANT (Registered Assumed Name): \_\_\_\_\_

LIST ALL FORMAL AND INFORMAL NAMES: \_\_\_\_\_

NAME OF OWNER, PARTNERSHIP AND/OR CORPORATION (If not same as assumed name):

TYPE OF BUSINESS: \_\_\_\_\_

DAYS AND HOURS OF OPERATION: \_\_\_\_\_

PHYSICAL ADDRESS OF SECONDHAND MERCHANT BUSINESS:

Address

Zip Code

Telephone Number (w/area code)

Date Business Started

**MAILING ADDRESS FOR COMMUNICATIONS FROM THE CITY** (If different than physical address listed above):

Address

City/State

Zip Code

**LIST ALL OWNERS, OPERATORS, MANAGERS AND SUPERVISORS, INCLUDING, ADDRESS, PHONE NUMBER, DRIVER'S LICENSE NUMBER AND DATE OF BIRTH (Note: Completion of all fields for each person listed is mandatory):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_ Phone # \_\_\_\_\_ Driver's License # \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_ Phone # \_\_\_\_\_ Driver's License # \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_ Phone # \_\_\_\_\_ Driver's License # \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Title: \_\_\_\_\_ Phone # \_\_\_\_\_ Driver's License # \_\_\_\_\_ DOB: \_\_\_\_\_

**MERCHANT LICENSE INFORMATION**

IDENTIFY BELOW WITH "X" WHICH LICENSES (include License Number & Exp.) ARE MAINTAINED WITH THE CITY:

\_\_\_\_\_ PAWN: License # \_\_\_\_\_ Expiration: \_\_\_\_\_

\_\_\_\_\_ PRECIOUS GEMS AND METALS: License # \_\_\_\_\_ Expiration: \_\_\_\_\_

A **SECONDHAND MERCHANT** is any person, corporation, member of a co-partnership, firm, or limited liability company that purchases, receives, stores, passes through, or exchanges secondhand personal property of any kind in any condition to facilitate or promote the re-sale of such property. By way of illustration and not limitation, pawn shops, pawnbrokers, flea market dealers, junk dealers, automobile wrecking yards, nonferrous metal dealers, jewelers, jewelry exchange participants, precious metal and gem dealers, videogame retailers, electronics stores, toy stores, video stores, and any other store or operation are all deemed to be secondhand merchants for purposes of this division if they purchase, receive, store, pass through, or exchange secondhand personal property of any nature.

**PLEASE CIRCLE THE TYPES OF SECONDHAND GOODS HANDLED BY THE MERCHANT:**

**EMERGENCY**

JEWELRY      PRECIOUS METALS      GEMS      WATCHES      ELECTRONICS      CAMERAS

VIDEOS      DVD'S      VIDEO GAMES      TOOLS      TIRES/WHEELS      VEHICLE PARTS

NON-FERROUS METAL      TOYS      SPORTING GOODS      MUSICAL INSTRUMENTS

OTHER: \_\_\_\_\_

**CONTACT PERSON ON A 24-HOUR BASIS**

NAME: \_\_\_\_\_ HOME/CELL NUMBER \_\_\_\_\_

NAME: \_\_\_\_\_ HOME/CELL NUMBER \_\_\_\_\_

MERCHANT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Send with \$116 Remittance to:**

City of Sterling Heights  
City Clerk  
40555 Utica Road  
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Retain a copy of this Completed Application and Ordinance for your records.  
For your information, Chapter 12-21 of the City of Sterling Heights Code of Ordinances is attached.

