



**Application for a Recyclable Metal Dealer**

**FEE: \$150.00**

**Recyclable Metal Dealer License Required:**

Any business engaged in the business of purchasing and reselling recyclable metal either at a permanently established place or in connection with a business of an itinerant nature, including junk shops, junk yards, or junk stores.

**License Renewals:**

All Recyclable Metal Dealer licenses are valid for one (1) calendar year and expire December 31<sup>st</sup>. License fees are **not** prorated. Licenses must be renewed annually.

**Records of Purchases:**

The operator of a recyclable metal dealer business must maintain an electronic record-keeping system that will track each purchase of a recyclable metal or recyclable metal containing copper. The following information must be obtained for each purchase:

1. Name and address of the recyclable metal dealer.
2. The date and place of each purchase.
3. The name, and address of the person or persons from whom the recyclable metal was purchased. Identification must be provided such as a driver's license or government-issued ID.
4. Motor Vehicle license number and state of issuance of the license number of the vehicle or conveyance that delivered the recyclable metal.
5. Description of the recyclable metal purchased, including weight and whether it consists of bars, cable, ingots, rods, tubing, wire, wire scraps, clamps, connectors, or some combination thereof.
6. Photographs or video, or both of the seller and of the materials as presented on the scale.
7. A declaration signed and dated by the person or persons from whom the recyclable metal was purchased which states the following:  
*"I, the undersigned, affirm under penalty of law that the property subject to this transaction is not, to the best of my knowledge, stolen property."*



## RECYCLABLE METAL DEALER LICENSE APPLICATION

License Year: \_\_\_\_\_

License Number: \_\_\_\_\_

### Applicant Information:

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Driver's License or State ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Licensed Business Information:

Business Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

Business Type:  Association  Corporation  Limited Liability Company  Partnership  
 Proprietorship

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Acknowledgement:

I, the undersigned, say that I have read the foregoing application and that the statements therein are true, complete, and correct and are upon my personal knowledge and information. I, the undersigned, will not violate the laws of the State of Illinois, and the laws, ordinances, and regulations of the City of Peoria, Illinois. I understand any false statements could result in the revocation or denial of the requested license. I understand we cannot operate before receiving the requested license.



## RECYCLABLE METAL DEALER LICENSE APPLICATION

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**This application will be considered complete when:**

- ✓ All sections of this application are completed in their entirety,
- ✓ The License Fee has been paid in full.

Submit all required information to the address below.

**Questions? Contact us.**

City of Peoria – Office of Accounts Receivable

Email: [ar@peoriagov.org](mailto:ar@peoriagov.org)

Phone: 309.494.8588

Address: 419 Fulton St. Rm. 111 Peoria, IL 61602