

## DISMANTLER APPLICATION CHECKLIST

Detailed information and instructions in completing and submitting applications may be found on the Occupational Licensing webpage at [www.dmv.ca.gov](http://www.dmv.ca.gov).

All application forms may be completed online and printed, or printed and completed manually in ink. All forms must be submitted with original signature and must be free from whiteout (fluid or tape). All information provided must be complete and accurate.

### SECTION 1 — FEES REQUIRED

\$100 Application Fee

*Non-Refundable*

\$50 For each Branch Location

\$87 Each Dismantler Plate (Auto) Plus County Fees

*County fees vary depending on the county where your business is located.*

*Dismantler plates are optional.*

\$1 Family Support Program Fee

### SECTION 2 — FORMS REQUIRED *Attach documents in the following order.*



Application for Original Occupational License, Part C (OL 12)

Original Application for Occupational License, Part A (OL 21A)

Automobile Dismantler Occupational License Application (OL 21D)

- A copy of your State Board of Equalization resale permit.
- A copy of your Franchise Tax Board tax identification number.
- A copy of your State Water Resources Control Board storm water permit.
- A copy of your California Environmental Protection Agency identification number.

*Refer to OL 21D for additional information.*

Application for Occupational License Personal History Questionnaire (OL 29B)

*Required for each person listed under ownership on form OL 12.*

Zoning Verification for Dismantler License (OL 62)

*May be required if office is located in private residence.*

Request for Live Scan Service [copy] (DMV 8016)

*Required for each person completing form OL 29B.*

Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316) and Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement (BCII 9004).

**NOTE:** Refer to Fingerprinting/Live Scan information on the Occupational Licensing webpage.

### SECTION 3 — ADDITIONAL DOCUMENTS REQUIRED *Attach documents in the following order.*



#### **If filing as a Corporation**

- Statement of Information (SI 550) filed with the Secretary of State, which identifies the officers, and shareholders.

#### **If filing as a Limited Liability Company or Limited Liability Partnership**

- Statement of Information LLC (LLC 12) filed with the Secretary of State, which identifies the managers, managing partners and members.

A signed copy of your rental or lease agreement.

*Proof of property ownership may be required.*

A copy of your Fictitious Name Statement.

*Not required if your surname is included in your business name.*



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| <b>SECTION 3 — ADDITIONAL DOCUMENTS REQUIRED</b> <i>Attach documents in the following order.</i><br><i>Continued</i>                                   | ✓ |
| A copy of your Business License, Certificate of Occupancy License, or Tax Certificate.<br><i>If required by city/county you are doing business in.</i> |   |
| Photograph(s) of business location.<br><b>NOTE:</b> Refer to Photograph Procedure information on the Occupational Licensing webpage.                   |   |
| <b>SECTION 4 — IMPORTANT INFORMATION</b> <i>Incomplete applications will be returned.</i>  | ✓ |
| Make and keep a copy of all documents for your records.<br><u><i>The department does not provide photocopies.</i></u>                                  |   |

Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to the Occupational Licensing webpage. Pursuant to CVC §11504 (b); upon receipt of an application for a license which is accompanied by the appropriate fee, the department shall, not later than 120 days from the receipt of that application, make a thorough investigation of the information contained in the application.