



CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE · RICHLAND HILLS, TX 76118
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Secondhand Goods Dealer License

Indicate application type			
	Junk Dealer	Second-hand Dealer	Second-hand Metals Dealer Pawnbroker
Business Owner Information			
Name			
Title			
Physical Address			
Contact Number			
Contact E-Mail			
<p>Sec. 18-232. Application. An applicant for a license shall make a request in writing addressed to the city, which application shall contain the name, residence, and street number and such other reasonable information as will identify such applicant together with the classification of such applicant. If applicant is a firm or corporation, the application shall show the individual members of the partnership and officers of the corporation.</p> <p>Sec. 18-233. Compliance with other regulations. The license applied for under this article shall be subject to all the applicable provisions and regulations of this Code and other ordinances of the city related to junk, junk dealers, secondhand dealers and pawnbrokers.</p> <p>Sec. 18-234. Application to be signed and sworn to. The application for a license applied for under this article shall be signed and sworn to by the person applying therefor before some officer authorized by law to administer oaths.</p> <p>Sec. 18-235. Fees. The annual license fee for licenses under this section shall be in the amount provided in appendix A.</p> <p>Sec. 18-236. Issuance of license. Each application shall be presented to the city and a license will be issued to the applicant upon compliance of the applicant with the terms of this article and applicable state law.</p> <p>Sec. 18-237. License to be posted and available for inspection. Every junk dealer, secondhand dealer and pawnbroker, while engaged in the prosecution of his business, shall have posted and available for inspection at all times the license to engage in such business issued pursuant to this article.</p> <p>Sec. 18-238. Use of license by others prohibited. No junk dealer, secondhand dealer or pawnbroker shall assign or knowingly permit his license to be used by another. No person shall use the license of any such dealer except his own in disposing of junk or merchandise as enumerated in this section.</p> <p>Sec. 18-239. Cancellation of license for violations. A conviction for the violation of any of the provisions of this article shall be sufficient cause for the cancellation of the license within the discretion of the city council.</p>			



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Sec. 18-240. Records required of junk dealers, secondhand dealer and pawnbrokers.

All junk dealers, secondhand dealers and all pawnbrokers doing business or offering to do business in the city shall at all times keep on hand record books in which shall be legibly written by the dealer at the time of any such transaction an accurate description in the English language of the article purchased by or deposited with the junk dealer, secondhand dealer or pawnbroker; the amount of money paid for such article or loaned thereon; the date and time of purchase or deposit; the name, age, sex, signature, residence and race of the person selling or depositing such article; the source and place from which such article came or was obtained by the seller or depositor, as reported by the seller or depositor; and such other records as required by state law.

Sec. 18-241. Identification required.

A junk dealer, secondhand dealer or pawnbroker shall require every person selling any property to him or depositing any item with him to produce a driver's license or other government issued photograph identification. A junk dealer, secondhand dealer or pawnbroker shall also obtain from each seller or depositor of any property and insert in the registration book the number of such identification and when it expires. If for any reason the seller does not possess a driver's license or other government issued photograph identification, the reason for not possessing such license shall be set forth in the registration book.

Sec. 18-242. Identification of merchandise.

Each lot, sack, barrel, box or other container of junk or other merchandise purchased by or deposited with licensee shall be kept intact and have written or stamped in a conspicuous place either on the container or if no container on one of the articles the serial number of the report made as set out in section 18-240, which number shall at all times be kept plain and legible. Such number shall be affixed on every secondhand article by means of a tag on which is legibly printed the corresponding serial number of the report of sale and purchase required by section 18-240.

Sec. 18-243. Articles to be held ten days before resale.

Unless otherwise prohibited in state law, each item of junk and each secondhand article shall be retained in its original form, shape and condition for a period of ten days after such purchase or deposit, during which time no part of such junk or other merchandise shall be sold or permitted to be redeemed or removed from the place of business of such dealer.

Sec. 18-244. Purchases without manufacturer's brand or serial number prohibited.

No junk dealer, secondhand dealer or pawnbroker shall purchase or receive for deposit or have in his possession any article of junk or secondhand article from which the manufacturer's serial number or brand has been removed or obliterated.

Sec. 18-245. Inspection of purchased items by city.

Each article purchased by or deposited with any junk dealer, secondhand dealer or pawnbroker shall at all reasonable times be open to inspection by any member of the police force of the city.

Sec. 18-246. Purchases from minors.

No junk dealer, secondhand dealer or pawnbroker shall purchase or receive in pledge or on deposit for any purpose any article from any minor or which may be owned or claimed by or in the possession of or control of any minor unless the parent or guardian of the minor shall state in writing that such



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transaction took place with such parent or guardian's full knowledge and consent, which written statement shall be signed by the parent or guardian and have thereon the address and telephone number, if any, of such parent or guardian.

I hereby certify that I have read and will comply with all applicable provisions setforth in the Code of Ordinances. I also certify that I have read and understand this permit is issued subject to the provisions setforth in Article V (Secondhand Goods Dealers) of the Richland Hills Code of Ordinances, listed above.

Signature	Date
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State of Texas }
 County of Tarrant }

Before me, the undersigned authority, on this day personally appear _____, known to me to be the person whose name is subscribed in the foregoing application, who upon oath deposes and says the facts set out in the above application are true and correct.

Sworn and subscribed before me this _____ day of _____, 20____.

 Notary Public in and for the State of Texas

For Official Use. Do not write below this line

Case Number		Date Received	
Accepted by			
Comments			



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Secondhand Dealer Application Checklist

No Junk Dealer, Secondhand Dealer, Secondhand Metals Dealer, or Pawnbroker shall transact or engage in business within the city unless or until he shall have obtained an annual license. (Section 18-231)

	Completed notarized permit application form.
	Pay applicable fees.
	Provide a detailed statement of operation which includes hours of operation, area of display, area of storage, number of employees, delivery activities and hours, and purpose of business. Additional information may be requested once review has begun.
My signature below indicates I have been advised of and understand the information provided.	
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Applicant's Signature	Date