



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**VERMONT MOTOR VEHICLE DEALER LICENSE**

**SUMMARY DESCRIPTION OF PERMIT**

Any person, partnership, or corporation who is engaged in the business of buying, selling or exchanging new or used motor vehicles must obtain a Vermont Dealer’s License.

**CRITERIA FOR JURISDICTION**

The dealership is open for business at least 146 days during the calendar year. The dealer owns real estate at his or her place of business or has a lease that includes a building of at least 1200 square feet in size used primarily for the business of the dealership. For new and used car dealers, engaged in the business means selling 12 or more pleasure cars or motor trucks owned but not registered by the seller, except for vehicles that are to be scrapped, dismantled or destroyed. Engaged in the business shall also mean selling, during the immediately preceding registration year, 12 or more vehicles which have been in lease or rental services.

**INFORMATION REQUIRED**

Application forms for a Vermont Dealer’s License are available by contacting the Department of Motor Vehicles or online at <https://dmv.vermont.gov/commercial-services/dealer-services>.

**APPLICATION TIME FRAME**

Initially depends upon time involved with local hearings and approval. Dealers must certify that they are in compliance with all local zoning regulations as they relate to their place of business. The local zoning administrator or, in the absence thereof, the Town Clerk must indicate that the business is in compliance with all local zoning regulations. Four to six weeks.

**ADMINISTERING AGENCY**

<b>CONTACT INFORMATION AGENCY OF TRANSPORTATION ENFORCEMENT SAFETY DIVISION</b>	
<b>ADDRESS:</b>	120 State Street, Montpelier, Vermont 05633
<b>TELEPHONE:</b>	802 828-2038    FAX: 802 828-2092
<b>WEB SITE:</b>	<a href="https://dmv.vermont.gov/commercial-services/dealer-services">https://dmv.vermont.gov/commercial-services/dealer-services</a>

**AUTHORITY**

23 VSA §’s 4 (8) & Subchapter 4

**APPEAL PROCESS**

After exhausting the right of administrative appeal to the Transportation Board under 19 V.S.A. 5(d) 5, a person aggrieved by an order, act or decision of the Agency of Transportation may appeal to the Superior Court and all proceedings shall be de novo. Any persons, including the agency, may appeal to the Supreme Court from a judgment or ruling of the Superior Court.

**OTHER PERMITS**

Construction for a commercial purpose may require an Act 250 Permit. Contact a District Coordinator at a regional office. ([Sheet #47](#)) (See Map). Operation of a business with employees may require a Wastewater System and Potable Water Supply Permit ([Sheet #1](#)). The Department of Public Safety, Fire Safety Division has jurisdiction over the interior of a building open to the public. <https://firesafety.vermont.gov/>

Contact a [Permit Specialist](#) for a Project Review Sheet.