



Transportation and Infrastructure Renewal  
 Motor Vehicle Administration Section  
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## Initial Requirements for a Dealer Application

**\* Please review application fully. Any missing information will result in application being rejected and returned.**

1. Application for a Dealer License (form 164) completed and signed by applicant and witnessed by a Barrister or Commissioner (attached)
2. Zoning letter from the municipality
3. Copy of Registry of Joint Stocks Certificate
4. Insurance Information (attached) - only required if requesting a dealer plate
5. Personal and business reference letters (used car/truck license only)
6. Letter from mechanic (if mechanic is by agreement)
7. If the building is leased, a copy of a valid lease agreement for a minimum of 6 months. If not leased, proof of property ownership required.

8. Dealer License Fee Schedule:

Dealer License Fees	Required *
Automobile Dealer's License	<b>\$133.25 for dealer *</b>
Automotive Dealer Application Processing Fee	<b>\$66.00 Processing fee *</b>
Temporary Permit Book	\$211.75
Sub Dealer's License	\$133.25
County Licenses (for each county)	\$3.00
County Licenses (for all counties)	\$15.00
Supplemental License	\$33.10
Dealer's Plate	\$66.00
Motorcycle Dealer's Plate	\$26.10
<b>Dealer License Fees (off-highway)</b>	
Off-Highway Dealer's License	\$33.10
Off-Highway Dealer's Application Processing Fee	\$66.00
Off-Highway Dealer's Plate	\$19.85

## **Revised July 1, 2013**

The following contains a summary of the requirements to obtain a dealer's license in the Province of Nova Scotia. For the actual expression of law, please refer to the Motor Vehicle Act (Section 53) and Regulations.

The policy is divided into 5 sections

- Premises
- Display of Vehicles and Required Space
- Hours of Business
- Tools & Equipment
- Manpower

### **Premises:**

The established place of business of a new car dealer or used car dealer shall be located in a permanently enclosed building(s) which:

- Is in good repair;
- Is free of obstructions or materials not related to display, repair or sale of vehicles and other related items;
- Has a source of heat;
- Is owned or leased by the dealer for the purpose of displaying, repairing, buying and selling vehicles and other related vehicles items;
- Contains a solid wall separating the established place of business from any other related or unrelated business in the building;
- Has an entrance used exclusively to gain access to the established place of business;
- Display of Vehicles and Required Space.

### **Display Area:**

- The display area must be located at the established place of business;
- The display area for a new car dealer and sub-dealer shall contain not less than 150 square meters (1600 square feet) of outside parking used exclusively for the display of vehicles offered for sale;
- The display area for a used car dealers license shall contain not less than 75 square meters (800 square feet) of outside parking used exclusively for the sale of vehicles offered for sale;
- The display area for a motorcycle dealer and sub- dealer shall contain not less than 13 square meters( 144 square feet) of outside parking used exclusively for the display of motorcycles offered for sale;

- The display area shall be kept free from debris, hazards and unrelated materials

#### **Service Repair Area:**

- The service and repair area for a new car dealer, used car dealer and sub-dealer shall contain not less than 24'x 24' (576 sq/ft,53.5 sq/m) of inside unobstructed
- The service and repair area for a motorcycle dealer shall contain not less than 13 square meters of inside unobstructed space used exclusively for the repair of motorcycles offered for sale;
- The service and repair area for trailer dealers shall contain enough inside
  - un-obstructed space used exclusively for the repair of at least one of the types and size trailers being offered for sale

#### **Other Areas:**

- Any outside surface of the display area shall be graded and shall be kept plowed in winter to allow in all weather and all seasons display of vehicles being offered for sale;
- Supplemental locations are permitted within the same county but must be reported to the Registry of Motor Vehicles for the appropriate license to be issued and cannot be used in part or whole to obtain the required outside display area at the established place of business
- Hours of Business
- Open during a minimum of 30 hours per week consisting of at least five (5) six hour days. Seasonal dealers are exempt (i.e. Boat trailers, motorcycle and recreational vehicle dealers).
  - The hours of business shall be posted and clearly visible on the exterior or through a window of the building identified as the established place of business; and the hours of business shall be between 6:00 am and 9:00 pm.

#### **Tools and Equipment:**

- The established place of business must be equipped with the following tools and equipment at all times;
- Air compressor - must be a minimum of one horsepower with a storage tank
  - suitable to operate air tools, such as tire changers and impact guns;
- Floor jack - must be a minimum of one and a half (1 1/2) tons and be capable of
  - lifting the type of vehicle being offered for sale;
- Axle stands - must have a minimum of two, capable of supporting the type of
  - vehicle being offered for sale,
- Bench vise - must be a minimum of 6 inches
- Welding Equipment-i.e. Mig , stick, oxy-acet.

- Grease gun with grease - manual or air operated
- Battery charger
- Other tools and equipment - tools that are adequate to make mechanical and electrical repairs to vehicles that are being offered for sale
- NOTE: Motorcycle dealers are not required to be equipped with a floor jack, axle stands or welding equipment

**Manpower:**

- For the purpose of this policy, "qualified mechanic" means someone who is certified under the Apprenticeship and Trades Qualification Act and Regulations to do work classified as motor vehicle repair work (mechanical).
- Every new car dealer shall provide and maintain at least two (2) qualified mechanics during normal business hours at the dealers established place of business to service and repair vehicles sold by the dealer;
- Every used car dealer shall make available one (1) qualified mechanic during normal business hours at the dealers established place of business to service and repair vehicles sold by the dealer;
- Every sub- dealer shall make available one (1) qualified mechanic during normal business hours at the dealers established place of business to service and repair vehicles sold by the dealer;
- Every motorcycle dealer shall provide one (1) qualified mechanic during normal business hours at the dealers established place of business to service and repair motorcycles sold by the dealer
- NOTE: All mechanics must complete a report stating their qualifications and present to the compliance officer for credential verification, a copy of their certification during the dealerships premise inspection.