



City of Salem Police Department
36 East Calhoun Street
Salem VA 24153

Scrap Metal Dealer Application

Code of Virginia 59.1-118

Permit # _____ (Permit expires one year from approval date)

Personal Information:

Name: _____

Address: _____

Telephone Numbers: (____) _____ (____) _____

DOB: _____ Sex: ____ Race: _____

Driver's License Number: _____

Employment Information:

Business Name: _____

Business License #: _____

Address: _____

Telephone Numbers: (____) _____ (____) _____

Vehicles Used to Collect Material:

Year: ____ Make: _____ Model: _____ Color: _____ Plate #: _____

Year: ____ Make: _____ Model: _____ Color: _____ Plate #: _____

Chief of Police or Designee

Date

Approved

Denied

City of Salem Police Department

Scrap Metal Dealer Application Instructions (Read Carefully)

Defined as heating, plumbing, electrical or gas fixtures, piping, or wiring, appliances, water faucets, pipes, locks, bathtubs, gutters, downspouts, or other secondhand fixtures of whatever kind or description pertaining to a building or structure.

Every person who regularly engages in the purchasing or acquiring of secondhand building materials for the purpose of resale or installation on the property of another shall be deemed a "DEALER". Dealers are now required to obtain a "Scrap Metal Dealer Application" issued by the Salem Police Department for which these items are offered for sale or acquisition as required by law. (COV 59.1-117)

Once a dealer permit is obtained, the permit will be required to be presented to the seller upon each future transaction as required by law. (COV 59.1-120, 59.1-121)

A permit is NOT needed for those dealers who do not conduct transactions involving more than 600 pounds combined weight or enters into more than 26 combined transactions annually (59.1-116.1). Dealers who are under this threshold will only be required to submit Virginia State Police Form 313. Which is available on the Virginia State Police website and from Salem Iron and Metal.

Exemptions to the permit requirements as defines by COV 59.1-123,

- The sale of secondhand material taken from the premises occupied by the owner, when sold by such owner on the premises, or the sale of such articles when purchased from a public utility corporation at its place of business or a governmental agency.
- Scrap metal purchasers (person or business who buys scrap metal in excess of \$20,000 a year)
- Authorized scrap sellers (licensed plumbers, electricians, HVAC contractors, building/construction contractors, demolition contractors, construction or

debris removal contractors, marine/auto/aircraft salvage companies and wrecking companies)

- Peddlers (any person who shall carry from place to place any goods, wares or merchandise and offer to sell or barter the same, actually sell or barter the same, shall be deemed to be a peddler).

The Chief of Police or Designee can revoke or refuse a permit if the applicant has been convicted of a felony or crime involving moral turpitude within the last three (3) years of the permit application date.

City of Salem scrap metal dealer permits are valid for one year, and may be renewed in the same manner each year thereafter.

A fee of \$20.00 shall be paid to The Salem Police Department upon receipt of the completed application. Checks should be made out to The Salem Police Department. Fingerprints and a criminal records check are required to obtain a permit. Fingerprints will only be required regarding the initial application process. New fingerprints will not be taken for permit renewals.

Step 1: Submit the “Scrap Metal Dealer Application” to the Salem Police Department in person. This application can be obtained on the Salem Police Website under “Scrap Metal Dealer Application” or from the Salem Police Department Records Division located at 36 East Calhoun Street. Once this application is completed, it will be forwarded to the appropriate police department personnel who will complete a brief review and criminal records check. Applications can be denied if the applicant has been found guilty of any felony crime or crime of moral turpitude (Lying, Cheating, and Stealing) within three (3) years of the application date.

Step 2: If the application is approved, the applicant will be contacted to schedule a time to have their fingerprints taken at the Salem Police Department. Once these steps are completed, the applicant will receive an official numbered Scrap Metal Dealer Permit issued by the Chief of Police or Designee to retain and present upon the request of law enforcement. The issued permit will be on file at the City of Salem Police Department Records Division.