

**REQUIREMENTS TO BECOME A LICENSED
MOTORCYCLE & ATV DEALER**

1. Must have an established place of business (an enclosed structure or building) with adequate space to store vehicles (cannot be on sidewalks or in the streets).
2. Must have a business telephone listed in the business name and installed at the place of business which is listed on the application for license. **NO CELLULAR PHONES.** Must notify this Commission of any change of telephone number.
3. Must have a permanently affixed sign listing the trade name exactly as that for which a license is to be issued. The sign must be placed in front of the business and clearly visible from the street or roadway at a minimum of 16 square feet (4' x 4') and subject to all zoning laws. **MUST SUBMIT A PICTURE OF PERMANENT SIGN.**
4. Must comply with the local zoning laws. If located inside the city limits a city official must execute the zoning form; if located outside the city limits the Police Jury must execute the zoning form.
5. Must secure \$20,000.00 surety bond from a surety company licensed to do business in the State of Louisiana. The bond must be executed on our bond form. **ORIGINALS ONLY ACCEPTED.** Please do not write on the top part of bond form. Make sure owner has signed & surety company has notarized.
6. Must secure garage liability insurance on all motorcycles and/or ATV's offered for sale or used in demonstrating or utilizing the streets or roadways in accordance with the financial responsibility laws of this state. **MUST SUBMIT A COPY OF YOUR CERTIFICATE OF INSURANCE AND LIST ALL SALESMEN.** Insurance is required on motorcycles, scooters and ATV's.
7. Complete, sign and have notarized all applications. **APPLICATIONS MUST BE COMPLETED AND RETURNED TO THIS OFFICE BY THE DEALER. APPLICATIONS WILL NOT BE ACCEPTED FROM INSURANCE COMPANIES OR TITLE COMPANIES.** You must have at least one licensed salesman.
8. Educational Dealer Seminar Registration is **mandatory.**
9. A dealer of new motorcycles and/or atv's must submit a franchise and/or dealer agreement for each product offered for sale. Manufacturers/distributors offering more than one make and/or brand name must provide a franchise and/or operating agreement, that includes a provision which: 1) identifies the dealer by providing the dealer's full and complete name and physical location of the dealership; and 2) identifies every make and/or brand name to be sold by the dealer. **Generic or blank authorizations will no longer be allowed.** The franchise agreement must be signed by the dealer and the manufacturer and/or distributor.
10. Remit the appropriate fees:

Motorcycle/ATV Dealer.....	\$200.00
Salesman.....	25.00
Criminal Check (if applicable).....	35.00
11. Credit cards will not be accepted; cash, check, cashier's check or money order only.
12. Licenses are valid from date issued or January 1st whichever is later and will expire December 31st.
13. **PHYSICAL INSPECTION WILL BE CONDUCTED BEFORE LICENSE IS ISSUED.**