



Department of

# Licenses and Inspections

CITY OF PHILADELPHIA

\*\*\*DO NOT MAIL THIS APPLICATION\*\*\*  
This application must be submitted in person.

## Application for Miscellaneous Licenses

Complete and submit this application for a **NEW** Scales and Scanners, Dealer in Precious Metals or Pawn Brokers License.

### PART A

#### • License Type

#### • Property

Provide the full address of location of licensed activity (including zip code).

*Note: Separate applications required for each location, except for Handbill Licenses.*

#### • Applicant information

Provide the contact information for the Licensee.

Provide the license and tax account information.

A

#### License Type (select one):

Scales / Scanners

Dealer in Precious Metals

Pawn Brokers

Property address: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Applicants Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Philadelphia Business Tax #: \_\_\_\_\_ Commercial Activity License #: \_\_\_\_\_

### PART B

#### Supplemental Information

- Confirm the required documentation is provided.

B

#### Verify the following information:

- All City of Philadelphia taxes, charges, and fees are current:  Yes
- \*A valid Zoning Permit has been obtained (if applicable):  Yes  N/A  
(Only required for Pawn Shop and Precious Metal Dealer Licenses)

### PART C

#### Limits and Conditions

C

#### Scales and Scanners:

- No person shall operate or maintain a weighing or measuring device for commercial purposes unless he/she has registered the business utilizing the device with the Department.

#### Dealers in Precious Metals:

- All dealers in precious metals shall maintain records of each transaction in which they purchase precious metals from the public or give a statement of appraisal and shall be retained for a period of two (2) years from date of transaction.

#### Pawn Broker:

- No person shall act as a pawnbroker unless he/she has obtained a license from the Department of Licenses and Inspections for each location from which that person seeks to act as a pawnbroker.
- No pawnbroker shall transact any business on Sunday
- No pawnbroker shall accept any pledge or effect any redemption before 8:30 am or after 5 pm.
- No pawnbroker may purchase an article of personal property from, receive a pledge of personal property from, or exchange personal property with a customer without first securing adequate identification from the customer.
- Every pawnbroker shall issue a pawn ticket to every customer delivering a pledge of personal property to the pawnbroker .
- Every pawnbroker shall utilize a secure, internet-accessible electronic inventory tracking system, Leadsonline.com. Failure to register with Leadsonline.com can result in penalties, Cease Operation Orders and/or License Revocations.

### Declaration and Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law or ordinance.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_