

Salvage Processor/Motor Vehicle Wrecker Checklist

Use this checklist to avoid delays in the application process for your salvage processor or motor vehicle wrecker license. Do each task in the order listed. For example: some of the steps may contain a requirement for a signature, inspection, or particular form that you must complete before advancing to the next step.

- Submit Ecology Application for Industrial Stormwater General Permit (ISWGP)**
Complete and submit the ISWGP online at www.ecy.wa.gov/programs/wq/stormwater/industrial/index.html.
- Complete environmental checklist**
New businesses—complete the environmental checklist provided by Ecology
Established businesses—complete the environmental checklist provided by your local zoning office
- Pay Ecology permit coverage**
Ecology may contact you to request additional information to process your application. There are no application fees, however, Ecology will charge for permit coverage. Contact Ecology at (360) 407-6989.
- Ecology permit issued**
You will receive your permit and letter of approval from Ecology within 30 days.
- Make local zoning appointment**
Contact your local zoning authority to arrange an inspection. Visit www.mrsc.org/countyprofiles/profilesmenu.aspx to locate your local zoning authority.
- Local zoning authority inspection**
Your local zoning authority will conduct an inspection, review your Environmental Checklist, and sign the Vehicle Transport/Disposal Addendum.
- Additional inspections (Fire, L&I)**
Check with your local zoning authority to see if you need any additional inspections.
- Schedule law enforcement or Washington State Patrol (WSP) inspection**
Contact the appropriate authority for your location to schedule an inspection:
 - Local law enforcement—if you are located in a city with a population of 5,000 or more
 - WSP—if you are located in a city with a population of 5,000 or less
- Law enforcement agency or WSP conducts inspection**
The inspecting officer will inspect your business site, equipment, and sign the certification in section G of the Vehicle Transport/Disposal Addendum.
- Complete required documents:**
 - Business License Application
 - Vehicle Transport/Disposal Addendum
 - Personal/Criminal History Statement
 - Vehicle, Vessel, Vehicle Manufacturer, Registered Tow Truck Operator, or Wrecker Business Bond
 - Weighing and Measuring Devices Addendum
 - Either the Corporate Information Form or the LLC Information Form

Salvage processor forms are located at dol.wa.gov/business/vehicletransport/vtscrap.html
Wrecker forms are located at dol.wa.gov/business/vehicletransport/vtwrecker.html
- Submit this application, required documents, and applicable fees to Business License Service** with a check or money order payable to Department of Revenue (DOR) to:
 - Mail: Business License Service
PO Box 9034
Olympia, WA 98507-9034
 - Fax: (360) 586-6703
 - Questions: Contact DOR at: (360) 705-6744
- DOL approves application**
Within 1-2 weeks you will receive your license in the mail, as well as any license plates you ordered.
Questions: Contact DOL at (360) 664-6466