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 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](http://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](http://dol.wa.gov/business/vehicletransport/vtscrap.html)
Wrecker forms are located at [dol.wa.gov/business/vehicletransport/vtwrecker.html](http://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