



Vehicle Services Bureau

# Dealer Inspection Form

Office Use  
Only

P.O. Box 201431, 302 N Roberts, Helena, MT 59620-1431 • Phone (406) 444-3661 Fax (406) 444-0116 • [dojdealerinfo@mt.gov](mailto:dojdealerinfo@mt.gov)

## This form is to be completed by a Montana Highway Patrol Officer, Law Enforcement Officer or Department of Justice Compliance Specialist

**Instructions:** Montana law requires that certain requirements must be met before an applicant can be issued a vehicle dealer license or a license renewal. A physical inspection of the applicant's intended place of business should disclose the following information:

• Name on sign of proposed business: \_\_\_\_\_

• Street address of proposed place of business: \_\_\_\_\_  
Street

City County State Zip Code

• Email: \_\_\_\_\_ Phone: \_\_\_\_\_

• If rural, specific instructions describing how to locate the proposed place of business:  
\_\_\_\_\_  
\_\_\_\_\_

### Broker Dealer

○ Is a permanent nonresidential building (cannot be located in the home) located at the proposed place of business that could be used for business record keeping? Yes  No

### New/Used Motor Vehicle Dealer—New/Used Trailer Dealer— Wholesale Dealer

- Is the dealer selling **new** motor vehicles, motor homes (RVs), trailers, boats (including personal watercraft), or quadricycles (including quadricycle-like vehicles)? Yes  No 
  - If **yes**, except for trailer dealers, is there a bona-fide service department for repair, service & maintenance of vehicles or vessels? Yes  No
- Is a permanent nonresidential building (cannot be located in the home) located at the proposed place of business that could be used for business record keeping? Yes  No
- Does the proposed place of business have a lot on which vehicle inventory can be displayed? Yes  No  (Not required for Wholesale)
  - Is the distance from the display lot and permanent nonresidential building less than 1,000 feet? Yes  No
- Is a sign stating the business name and indicating that vehicles are offered for sale, trade or consignment displayed at the above location? Yes  No 
  - If **yes**, is the sign clearly visible and readable to the major avenue of traffic at a minimum distance of 150 feet? Yes  No
  - If **no**: 1) The person requesting the inspection must provide a diagram or plat showing the location, lot dimensions and building and sign placement for the location and at least two photographs of the proposed business location and the sign that will be posted. Both the diagram and photographs must be attached to the inspection form and signed and dated by the law enforcement officer conducting the inspection; 2) Are the letters of the sign depicted in the photograph and intended to be displayed on the location at least six inches in height? Yes  No

Additional remarks, if any: \_\_\_\_\_

Inspecting Officer: \_\_\_\_\_  
Signature Printed Name

Badge # or Title: \_\_\_\_\_ Date: \_\_\_\_\_