New Jersey
Motor Vehicle Commission

STATE OF NEW JERSEY

Business Licensing Services Bureau
P.O. Box 170
Trenton, New Jersey 08666-0170
(609) 292-6500 ext. 5014

Chris Christie
Governor

Kim Guadagno
Lt. Governor

Raymond P. Martinez
Chairman and Chief Administrator

Announcement
All Initial Business License Applicants

The New Jersey Motor Vehicle Commission, Business Licensing Services Bureau (BLS) is pleased to announce that beginning December 1, 2016; BLS will discontinue the practice of requiring an up-front license and registration payment (excluding application fees) with the submission of an initial business license application for the following license privileges:

- New and Used Car Dealers
- Special Category Registration and Plates
- Auto Body Shops
- Driving Schools
- Inspection and Emission Repair Facilities

This change will bring greater efficiency, recording and accounting for all initial application funds and reduce the risk of lost payments.

A notification requesting payment of the license will be sent after preliminary approval of all licensing requirements and a site inspection, where applicable. The wall license and license plates, if applicable, will be mailed to the licensed location once your payment is processed.

Your compliance with this policy is greatly appreciated. For further information on the initial licensing process, call 609 292-6500 x5014.

Note: Applicants for Auto Body and Private Inspection Facilities licenses must submit a $20.00 application fee with their initial license application.

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February 2009

NOTICE TO ALL AUTO BODY REPAIR FACILITIES

Re: Auto Body Heavy Duty Vehicle Endorsement

On April 18, 2005, N.*J.A.C.* *13:21-21.2(d)*, the state regulation that affects licensed auto body repair facilities that perform auto body repair to vehicles with a gross vehicle weight of 14,000 pounds or more, became effective. The law requires that, in addition to the basic auto body repair license, auto body repair facilities that perform work on vehicles that fall within that weight classification must also apply for a heavy duty vehicle endorsement.

To ensure full compliance, the New Jersey Motor Vehicle Commission ("Commission") requires that all currently licensed auto body repair facilities that qualify pursuant to this statute must submit an application for a heavy duty vehicle endorsement.

To facilitate the process, the Commission has enclosed a package containing initial applications for the auto body heavy duty endorsement and municipal zoning approval, a list of requirements and detailed instructions for your information and convenience. Licensees should read each document carefully to ensure that all required information and supporting documentation are submitted with an application for the endorsement. Failure to provide all required information and fees may result in the delay of the issuance of the endorsement.

An endorsement will be issued as a separate document and will bear a different number from the auto body repair license number. The license and the endorsement must both be displayed in a conspicuous area at the facility.

A licensee's current auto body repair license will remain in effect, pending the Commission's receipt of an application for the endorsement. However, if the licensee qualifies for the endorsement and fails to submit an application, the licensee's auto body repair license may be subject to suspension and the imposition of a civil penalty. The licensee will be notified in writing of any administrative action against the auto body repair license.

All questions should be directed to the Business Licensing Services Bureau at **(609) 292-6500 #5014 or e-mailed to mvcblscorrespondence@dot.state.nj.us.** Licensees should have their auto body repair license numbers available when calling the Commission.

Thank you for your cooperation.

Sincerely,
James Walker, Director
Business and Government Operations

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STATE OF NEW JERSEY
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AUTO BODY HEAVY DUTY VEHICLE ENDORSEMENT INSTRUCTIONS

PLEASE READ CAREFULLY

Pursuant to N.J.A.C. 13:21-21.2(d), any licensed auto body repair facility that performs auto body repairs to vehicles with a gross vehicle weight of 14,000 pounds or more **must** also apply for a heavy duty vehicle endorsement in addition to obtaining an auto body repair facility license.

The auto body repair facility must submit the heavy duty vehicle endorsement application and all required documents to MVC for processing. The auto body repair facility must have a valid auto body license and shall have an established place of business and be in compliance with all requirements of the municipality in which it is located. The municipal or zoning board clerk must complete the approval certificate provided with the heavy duty endorsement application. Once MVC approves the application, an MVC Investigator will contact you to arrange for a site inspection.

The following documents must be submitted with the application for the Heavy Duty Vehicle Endorsement:

1. **Municipal approval for the Heavy Duty Endorsement**
2. **$20.00** (non-refundable application fee)
3. **Copy of Current New Jersey Uniform Fire Code Certificate of Inspection for the building and spray booth**
4. **Copy of hazardous waste disposal system or contract**
5. **Copy of stack permit**
6. **Photos of the facility's exterior physical structure showing access door(s), interior repair area, spray area and equipment.**
7. **Copy of driver license for at least one person holding a CDL for the vehicle class being repaired**
8. **Garage keeper's liability insurance in the minimum amount of $300,000.**

If you have any questions, please feel free to contact the NJMVC Business Licensing Services Bureau at (888) 486-3339 #5014 (toll-free in New Jersey) or (609) 292-6500 #5014 E-mail: mvcblscorrespondence@dot.state.nj.us.

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AUTO BODY HEAVY DUTY VEHICLE ENDORSEMENT REQUIREMENTS

The requirements to obtain an Auto Body Heavy Duty Vehicle endorsement for an Auto Body Repair Facility License are as follows:

1. The heavy duty vehicle endorsement application must be accompanied by (2) two business checks or money orders in the amounts of $350.00 for the 2-year heavy duty vehicle endorsement fee and $20.00 for the non-refundable application fee. This endorsement shall be renewed every two years on the same schedule as a basic auto body repair facility license.

Note: The endorsement fee is a separate fee from the auto body repair facility license fee. If applications are submitted for both the auto body repair facility license and the heavy duty vehicle endorsement, the applicable fees must be attached to both applications.

2. In addition to the outdoor signage requirement pursuant to N.J.A.C. 13:21-21.12(a), the repair facility sign must clearly display the facility's endorsement number that shall read as follows: "Heavy Duty Endorsement # _____."

3. The repair facility must be of sufficient square footage to completely enclose the type of vehicle being repaired. The facility's interior ceiling and vehicle access doors must be of sufficient height to accommodate the type of heavy duty vehicle being repaired.

4. The repair facility must possess and maintain a medium and heavy duty vehicle reference source for estimating the cost of repairs. This reference source can be either in the form of books or a computerized program.

5. The repair facility's refinishing area must be of sufficient size to accommodate the heavy duty vehicle as a complete project or accommodate the damaged component as a separate piece. The spray area must remain fully functional and intact and the project must be completely enclosed. Vehicles partially inside the spray area or painted outside the facility do not meet this requirement.

6. The repair facility must possess and maintain a frame machine or pull tower with a capacity of at least 30 tons from at least (2) two points of contact, and measuring devices suitable to measure structural dimensions appropriate to the vehicle being repaired.

7. The repair facility must possess and maintain alignment equipment suitable for vehicles weighing 14,000 pounds or greater.

8. The repair facility may sub-contract the services of frame straightening, front end alignments and painting to a licensed New Jersey auto body repair facility that meets the requirements set forth in N.J.S.A. 39:13-1, et seq., and N.J.A.C. 13:21-21.1, et seq.

9. Any repair facility whose coating rate exceeds the applicability threshold of (½) half gallon in any one hour or the heating device equals or exceeds 1 million BTU's must submit all required Department of Environmental Protection (DEP) permit(s) and certificate(s).

Failure to comply with requirements set forth above may result in the imposition of administrative fines and/or refusal to issue a heavy duty endorsement, refusal to renew a heavy duty endorsement or suspension or revocation of a State of New Jersey-issued auto body repair facility license.

STATE OF NEW JERSEY
MOTOR VEHICLE COMMISSION
BUSINESS LICENSING SERVICES BUREAU
P.O. BOX 172
TRENTON, NEW JERSEY 08666-0172

AUTO BODY HEAVY DUTY VEHICLE ENDORSEMENT APPLICATION

FOR OFFICIAL USE ONLY

License Number: _____ Endorsement Number: _____ Approved By: _____ Date: _____

NJMVC Corp Code / Business Identification Number: _____ **Auto Body Repair License Number: _____**

1. _____
Business Name

_____
Street Address

_____ _____ _____ _____
City **State** **Zip Code** **County**

_____ _____
Business Telephone Number **E-mail Address**

- ***Any changes to the name or address previously on file with NJMVC must be supported by proper documentation filed with the NJ State Division of Revenue. Enclose copies of supporting documents with this application.***

Does the business/corporation intend to trade or do business under a name other than the name in which the application is filed?

[ ] No [ ] Yes If yes, List Name: _____

2. Complete the following for the Proprietor, all Partners, or Corporate Officers:

Name	Title	Home Address	Home Number	Driver License # / State

3. Have there been any changes to the structure of the business, including adding or deleting any partners, associates or corporate officers or any change of address since your current license was issued?

[ ] No [ ] Yes If yes, list changes below:

_____
_____
_____

4. Please answer the following questions:

A. Do you have Township/ Municipal Zoning approval for a facility to perform repairs on vehicles 14,000 pounds or more? **[ ] Yes [ ] No**

B. Do you employ at least one person (incl. owners, partners or officers or an independent contractor) with a valid commercial driver license? **[ ] Yes [ ] No**

C. Do your facility's physical structure and repair areas accommodate vehicles 14,000 pounds or more? **[ ] Yes [ ] No**

D. Do you have software or manuals adequate to estimate the cost of repairs for vehicles 14,000 pounds or more? **[ ] Yes [ ] No**

E. Do you have a spray booth adequate to accommodate vehicles 14,000 pounds or more? **[ ] Yes [ ] No**

F. Do you have the necessary equipment adequate to perform repairs on vehicles 14,000 pounds or more? **[ ] Yes [ ] No**

5. Describe all vehicle type(s) for which repairs will be made, i.e., Box Trucks, Ambulances, Buses, Tractor Trailers, etc.

_____
_____
_____

6. Indicate the maximum height of vehicles being repaired your facility can accommodate. _____ Feet _____ Inches

I certify that all of the information provided herein is true to the best of my knowledge and belief. I am aware that, if any of this information is willfully false, I am subject to punishment.

Applicant Name (Print): _____ **Date:** _____

Applicant Signature: _____
(Owner, Partner or Corporate Officer)

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MUNICIPAL APPROVAL CERTIFICATE FOR BUSINESS LICENSE

Applicant Information

Applicant Name: _____ Title _____

Business Name: _____ Business Phone: _____

Street Address (include suite #) _____

City _____ Zip _____

Approval Classification of Applicant

A. Please check appropriate box:

□ Initial

□ Change of Address

□ Branch Location

□ **Existing Facility Zoning Compliance**

B. Please check appropriate type of license:

□ Boat Dealer

□ Driving School

□ Used Motor Vehicle Dealer

□ New & Used Motor Vehicle Dealer (**Please specify type of vehicle)**

_____

□ Leasing Company

□ Moped Dealer

□ PIF/PIM

■ **Auto Body Facility** (**Check all that apply**)

_____ Full Service Auto Body
_____ Limited Full Service Auto Body
_____ Sublet Auto Body (new car dealer)
_____ Heavy Duty Vehicle Endorsement

Municipal Zoning Official Certification

I, _____, Clerk of the Municipality of _____,

County of _____, State of New Jersey, hereby certify that the Municipal Governing Body or Zoning Commission has approved the location, establishment and maintenance of the above indicated business

located at: _____.
(Complete Address)

Please check appropriate box:

☐ Site was visited by a Zoning Official/ Municipal Representative prior to approval

☐ Site was not visited by a Zoning Official/ Municipal Representative prior to approval

Please specify any stipulations of your zoning approval: _____

_____

_____

_____

Municipal Seal

_____ _____
Signature of Municipal or Zoning Board Clerk Date

_____
Print Name

_____
Contact Number