



State of Florida – Department of Highway Safety and Motor Vehicles
DEALER SITE PRE-INSPECTION CHECKLIST

FOR EXISTING DEALERSHIPS ONLY:

Current License Number: _____ Dealership Name: _____

- Add Location Change of Location

FOR ALL APPLICANTS:

Type of License:

- VF – Franchised Motor Vehicle Dealer SF – Franchised Motor Vehicle Service Facility
 VI – Independent Motor Vehicle Dealer VW – Wholesale Motor Vehicle Dealer
 VA – Motor Vehicle Auction SD – Salvage Vehicle Dealer
 BH – Used Mobile Home Broker DH – Mobile Home Dealer
 RV – New Recreational Vehicle Dealer RU – Used Recreational Vehicle Dealer

Type of Business:

- Sole Proprietor Partnership Corporation
 Limited Liability Company/Partnership (LLC/LLP)
 Limited Liability/Limited Partnership (LLLP)

FEID Number (Required for all business types except Sole Proprietor and Partnerships): _____

Owner’s Drivers License Number (For Sole Proprietors): _____

Proposed Name of Dealership: _____

Proposed Location Address: _____

Contact: _____ **Position Held:** _____

Telephone Number: _____ **Email Address:** _____

1. Requirements for Office Space:

Is the office a permanent structure? _____ Yes _____ No

If the structure is a trailer, is it anchored or tied down _____ Yes _____ No



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For Motor Vehicle Dealers Only:

Interior Floor Space = _____ sq ft (Formula: Multiply length x width) (Minimum requirement of 100 square feet of interior floor space exclusive of all hallways, closets or restrooms must be met.)

2. Display Space: (Motor Vehicle Dealers Only):

NOTE: Per F.S. 320.27(1)(c)(3) VW Dealers are exempt from the the display space requirement.

Is display space contiguous (being in actual contact; touching along the boundary or at a point) to the office area?
_____ Yes _____ No

If no, is the display space situated to allow easy access by the dealership's customers? _____ Yes _____ No

Is the proposed display space separate from customer, employee or general parking? _____ Yes _____ No

Display Space: (Motor Vehicle Dealers Only)

Is there immediate and direct access to a public street or highway? _____ Yes _____ No

If no, is the display space situated on property owned or leased by the dealer to which public access has been granted? _____ Yes _____ No

Applicant understands that any vehicle displayed outside of the licensed location is considered a violation of s. 320.27(5), Florida Statutes and understands the Department may take administrative action. _____
(Applicant's Initials)

Mobile Home and Recreational Dealers:

Does the location afford sufficient unoccupied space to display new mobile home/s or recreational vehicle/s?
_____ Yes _____ No

3. Business Separation (Motor Vehicle Dealers Only):

Is the location clearly separated from any other business? _____ Yes _____ No

If no, the requirement that any other business can be clearly separated is understood by the applicant. _____
(Applicant's Initials)

Are there other motor vehicle dealerships located next to this site? _____ Yes _____ No

If yes, is there a permanent barrier? _____ Yes _____ No

If no, the requirement of a permanent barrier is understood by the applicant and that a site inspection will not be scheduled until the issue is resolved. _____
(Applicant's Initials)

If there is a permanent barrier, is it 3 feet or higher? _____ Yes _____ No

If no, the requirement of a permanent barrier 3 feet or higher is understood by the applicant and that a site inspection will not be scheduled until the issue is resolved. _____
(Applicant's Initials)



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4. Signage and Hours of Operation:

Does the dealership have a sign with the business name which is readable at a distance of 50 yards from the public right of way? ____ Yes ____ No

Are hours of operation posted in a clear manner at or near the main entrance? ____ Yes ____ No

5. A labeled photo is required of the following:

- Office Space from the front entrance
- Customer, employee and general parking
- Front of the location exterior and any adjacent business
- Permanent barrier separating display space from other dealership, if needed
- Business signage from the public right of way
- Posted hours of operation

Additional Comments: _____

All questions must be answered in the affirmative or a variance approved by the regional office in order for the location to be scheduled for a site inspection and be approved for licensing.

Applicant’s Signature: _____ Title: _____

Date: _____

OFFICE USE ONLY:

FRVIS Customer Number: _____

Assigned Dealer License Number: _____

File this form in the dealer’s file jacket