

Warwick Police Department  
Licensing Division  
468-4340 or 468-4341  
[wpdlicense@warwickri.com](mailto:wpdlicense@warwickri.com) or [wpdalarm@warwickri.com](mailto:wpdalarm@warwickri.com)

## *APPLYING FOR A SECOND HAND DEALER LICENSE*

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- 1) *Return application with \$115.00 ad fee. Ad will run for 2 weeks in the Warwick Beacon. After 2 weeks it will then go before the Board of Public Safety. If approved, License will be issued upon receipt of Certificate of Occupancy from Building Dept.*
- 2) *Go to the Building Dept. to apply for a Certificate of Occupancy. Call 738-2000 X 6306*

*(Signatures must include: Electrical Inspector, Mechanical Inspector, Plumbing Inspector, Building Inspector, State or Assistant Deputy Fire Marshall, and Fire Alarm Inspector) Once complete, return signatures to the Building Dept.*

- 3) *Contact the Tax Collector's Office 738-2000 Ext. 6267 (If taxes are owed this could hold you up from receiving your license).*
- 4) *Fire Prevention Office 468-4050*
- 5) *Contact the RI Division of Taxation for a permit to make sales from the State Of Rhode Island. 574-8780*

*Application must go before the Board of Public Safety for approval.  
Applications must be received 7 days prior to meeting.*

*Once all inspections have been completed bring signed copy to the Building Dept. and pick up Certificate of Occupancy. Bring the green copy of Certificate of Occupancy to the Licensing Division and we can issue the license.*