



# Motor Vehicle Repair Shops

## Facts about Operating a Motor Vehicle Repair Shop (4-228)

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### What is a Motor Vehicle Repair Shop?

A Motor Vehicle Repair Shop (MVR) is any place used to service automobiles, including repair work, replacing of parts, diagnosis of vehicle malfunctions, appraising, evaluating or estimating the extent or value of motor damage. It also includes any business where tires are changed or repaired (under 100 tires)\*.

### Class 1 Motor Vehicle Repair/Specialty

This license is required for auto repair such as radio, glass work, upholstery, striping, car alarms, car phones, stereos, radios or the repair or changing of tires. It does **NOT** allow for repairs made to the engine and body of vehicles.

**APPLICATION FEE: \$240                      Inspections: Zoning**

### Class 2 Motor Vehicle Repair/Engine Only

This license is required for the repair on engine work, transmission, oil changes, muffler repairs or replacements, battery, or heating/air conditioning. This license also allows activities listed under the Class 1 license.

**APPLICATION FEE: \$550                      Inspections: Zoning**

### Class 3 Motor Vehicle Repair/Engine/Body

This license is required for body work, painting, and spray painting.  
This license also allows activities listed under both the Class 1 and 2 licenses.

**APPLICATION FEE: \$990                      Inspections: Zoning, Environment**

*Applicants must pass all inspections prior to receiving a license.*

*All licenses are renewable every two years and are subject to a zoning field inspection.*

### \*TIRE FACILITY LICENSE

This license may be required in ADDITION to a Motor Vehicle Repair License for any business where **100 or more** new or used tires are collected, stored, maintained, altered, repaired, changed, re-fabricated or disposed at any one time.

**Class 1** (100-1000 tires) \$330.00 per establishment

**Class 2** (1000-5000 tires) \$385 per establishment

**Class 3** (5001- more) \$495 per establishment

### Application Requirements:

- Exact business address and a description of the business activity.
- Name, address, social security number and official photo ID for every owner, corporate officer or any person having 25% or more interest in the business.

- Federal Employer Identification Number (FEIN). Register at [www.irs.gov](http://www.irs.gov)
- State of Illinois Business Tax Number (IBT). Register at [www.revenue.state.il.us](http://www.revenue.state.il.us)
- Site plans that include a diagram of the facility , the dimensions of the building, driveway locations, location of bordering streets and alleys, location and dimensions of the working stalls and parking spaces.
- Two (2) parking spaces may be required for NEW MVR shops – in cases where no MVR shop was previously licensed.
- Any City debt must be resolved prior to the issuance or renewal of any Business License.

## Zoning Approval:

MVR License applications must be approved by the Department of Zoning.

The Department of Zoning will review site plans, additional information may be required.

## Sign Posting:

- MVR shops must post an official Motor Vehicle Repair Shop sign that spell out rules MVR shops must abide by. These signs are distributed to all new licensees by the Department of Business Affairs and Consumer Protection.
- Signs are available in English, Spanish and Polish.
- MVR shops must post an additional sign describing services being offered and costs.

## Rules and Unlawful Acts:

- MVR shops must maintain proof of proper disposal of tires and unrepairable and unclaimed vehicles and/or parts.
- Customers must give permission prior to work being performed.
- Repair shops must provide written estimates to the customer before beginning work.

See the complete list of unlawful acts in the City of Chicago Municipal Code Chapter 4- 228.

## Who Does NOT Require an MVR License?

- Establishments or businesses repairing road building machines, farm machines, lawn machines, garden machines or vehicles registered as special purpose vehicles.
- Establishments or businesses rebuilding or reconditioning parts of a vehicle that has been removed by others such as after market manufactures or any person in the business of distributing motor vehicle parts.

## How Do I Apply?

You can apply in person at the Department of Business Affairs and Consumer Protection, 121 N. LaSalle St. City Hall, Room 800. Hours are Monday-Friday 8:30am-4:30pm. You can start by downloading the Business Information Sheet (BIS) at [www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp)

An appointment is recommended and can be made online or by calling (312) 74-GOBIZ / 744-6249.

