



DEVELOPMENT SERVICES DEPARTMENT
Planning & Development Division
1522 Texas Parkway Missouri City, Texas 77489
281-403-8600 (Office) mctxplanning@missouricitytx.gov



Website:



Citizen Self Service:

Metal Recycling or Crafted Precious Metal Permit Application

A person may not operate a metal recycling or crafted precious metal business, or engage in the business of purchasing or selling regulated material, regulated metal, or crafted precious metal within the city, including through a virtual storefront, if the business or business operator or owner is located within the city, unless the person has a valid dealer permit issued by the City.

A person must be at least eighteen (18) years of age to apply for a dealer permit.

An applicant conducting business at more than one location must complete an application and obtain a dealer permit for each location at which the applicant proposes to conduct business.

See [Article VII – Metal Recycling and Crafted Precious Metal Dealers, Chapter 18, Missouri City Code of Ordinances](#).

Please select which permit type:

☐ Temporary Permit

☐ Regular Permit

1. Full Name:	2. Date of Birth:
3. Home Address:	
4. Phone Number:	5. Facsimile Number:
6. Full name and home address of each business owner and responsible person. <i>(If the business owner is a corporation, the full name and home address of each director and officer and each shareholder. If the corporation has more than five shareholders, it must list the full name and home address of at least the five major shareholders. If the business owner is a partnership, the full name and home address of each partner and the type of partnership. If the business owner is an unincorporated association, the full name and home address of each associate and officer of such association. A responsible person is a person who is in charge or manages the day-to-day operation of the business).</i>	
Full Name: _____	Home Address: _____
Full Name: _____	Home Address: _____
Full Name: _____	Home Address: _____
Full Name: _____	Home Address: _____
Full Name: _____	Home Address: _____
7. Valid Texas Driver's License or State Issued Photo ID for each person named in #1 and #6 uploaded through the portal along with the filled-out application.	
8. Federal Tax ID Number of the business:	
9. Brief Description of the activity or business to be conducted:	



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10. Valid Email
11. Address of the location where the applicant will conduct business:
12. Address of the location where the regulated materials, regulated metals, or crafted precious metals are stored, if not stored at the business location described above in #11.
13. For virtual storefronts, the address of the website where the metal recycling or crafted precious metal dealer will conduct business and the physical address and location where the regulated material, regulated metal, or crafted precious metal will be stored if the metal recycling or crafted precious metal dealer is located within the city:
14. Time period(s) during which the business will be conducted including days and hours of operation:

Please note for Temporary Permits the following:

1. A temporary dealer may not engage in the business of purchasing or selling regulated material, regulated metal, or crafted precious metal, including through a virtual storefront if the business operator or owner is located within the city, unless the temporary dealer has a valid temporary dealer permit issued by the city.
2. A temporary dealer must apply for a temporary dealer permit on an application form provided by the department and the applicant shall comply with the permit application requirements under this article.
3. No more than two temporary dealer permits will be issued to an applicant or business owner in a calendar year.
4. A temporary dealer permit will only be valid for the business location and for the period listed on the permit, but not to exceed 30 days from the date the temporary dealer permit is issued unless surrendered or revoked sooner.
5. A temporary dealer whose permit has expired may not act as a metal recycling or crafted precious metal dealer, or engage in the business of purchasing or selling regulated material, regulated metal, or crafted precious metal until the temporary dealer obtains a new temporary dealer permit.
6. A temporary dealer permit holder is required to comply with this article.



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The following business documentation must be attached to the application:

(a) Proof of business entity form and current status

Proof as applicable, includes, but is not limited to:

- (i) A current and valid Certificate of Registration from the Texas Department of Public Safety (DPS);
- (ii) A current and valid Certificate of Registration from the Office of Consumer Credit Commissioner of the State of Texas (OCCC);
- (iii) A current and valid Certificate of Existence or Certificate of Authority from the Texas Office of the Secretary of State (SOS);
- (iv) A current and valid Certificate of Good Standing from the Texas Comptroller of Public Accounts; and
- (v) All assumed names used and copies of all filings relating to such names from the county clerk's office;

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(b) Proof of current tax status

- (i) A current certificate from the county tax assessor-collector reflecting the current tax status for the property to be used in connection with the business. If an applicant has more than one business location, the applicant is required to provide a current certificate for each location that is doing business as a metal recycling or crafted precious metal.
- (ii) Provide proof that the applicant is not delinquent in his or her taxes

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(c) Proof of licensure status

Sworn affidavit indicating whether the applicant or business owner:

- (i) Has had a license, registration, or permit to operate a metal recycling or crafted precious metal business revoked by the Texas Department of Public Safety, the Office of Consumer Credit Commissioner of the State of Texas, or a local government; and
- (ii) Has ever been disciplined by any agency that regulates metal recycling or crafted precious metal dealers. If an applicant or business owner has received disciplinary action indicate:
 1. The business name and location;
 2. The nature of the complaint and violation;
 3. The complaint and violation dates;
 4. The disciplinary agency; and
 5. The penalty imposed and disposition date;

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(d) Criminal history

Statement of whether the individual applicant, or any associate, designated agent, director, officer, operator, owner, partner, or responsible person has been arrested, charged, or convicted of any criminal offense in this state or any other state or country. If arrested or jailed for any offense, list the offense, the date of the arrest or confinement, the location, court information including the county and state, the case number, case disposition, and disposition date;

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(e) Designated Agent

An **Agent Designation Form** must be submitted for each location at which the applicant is seeking to conduct business. The designated agent must be a natural person to whom any legal notice may be delivered; and

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(f) Additional application requirement for metal recycling entity

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- (1) A copy of the National Pollutant Discharge Elimination System (NPDES) permit or notice of coverage for that location, if required; and

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- (2) A copy of the approved Texas Commission on Environmental Quality (TCEQ) storm water multi-sector permit and Texas Pollutant Discharge Elimination System (TPDES) permit or verification for that location;

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(g) Other information.

Any other information which may be requested by the City to fully evaluate and review the application and the potential impact of the proposed business

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If an incomplete application is received, the City will send notice to the applicant and the applicant has ten (10) calendar days after receiving such notice to provide the required information. If an applicant fails to furnish the required information or documentation within ten (10) calendar days, the application will automatically deemed withdrawn by the applicant. If an application is considered withdrawn, then the applicant must submit a new permit application.

A city representative may inspect a metal recycling or crafted precious metal business for code compliance prior to the issuance of a permit.

No application or form will be processed until the required fees are tendered to the City. Fees are nonrefundable, nontransferable, and not prorated. The City will charge a fee for issuing a duplicate permit for one that is destroyed, lost, or mutilated.

I, _____, hereby certify that I have personal knowledge of the information contained in the application and the information submitted with this application is true and correct, and I have read the provisions of Chapter 18, Article IX of the City of Missouri City Code of Ordinances.

I understand that a temporary dealer permit will only be valid for the business named and for the location and period listed on the permit, but not to exceed thirty (30) days from the date the temporary dealer permit is issued unless surrendered or revoked sooner. No more than two (2) temporary dealer permits will be issued to an applicant or a business in a calendar year.

I understand that I may not assign, sell or transfer a temporary dealer permit to any person or business entity that is not named or for any location that is not listed on such permit. If the ownership or ownership structure changes, I must apply for a new temporary dealer permit.

Applicant's Signature: _____

Date _____

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Agent Designation Form

An Agent Designation Form must be submitted for each location at which an applicant or permit holder is seeking to conduct metal recycling or crafted precious metal business. The designated agent must be a natural person to whom any legal notice may be delivered. The applicant or permit holder must provide the full name and physical address for each designated agent. If the designated agent for the location changes, the applicant or permit holder must file a new Agent Designation Form with the City within five (5) days from the effective date of the change.

A filing fee will be charged for filing an Agent Designation Form that is not part of a permit application. Fees are nonrefundable, nontransferable, and not prorated.

1. Designated Agent Information	
a. Full Name:	b. Date of Birth:
c. Texas Driver's License or State Issued Photo ID Number:	
d. Address:	
e. Telephone number:	
2. Business Name:	
3. Business Address:	

I, _____, hereby designate the person named above to be the agent for all legal process for the business and location listed on this form and I agree to update this Agent Designation Form upon any changes to the information provided herein.

Applicant/Permit Holder's Signature

Date

Designated Agent's Signature

Date



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Emergency Contact Information Form

An applicant and permit holder must provide and maintain on file with the City current emergency contact information of at least two (2) individuals who may give admittance to the business in case of an emergency. The applicant and permit holder must notify the City of any changes to emergency contact information prior to the effective date of the change.

1. Emergency Contact Person #1
a. Full Name:
b. Home Address:
c. Telephone Number:
d. Electronic Mailing Address:
2. Emergency Contact Person #2
a. Full Name:
b. Home Address:
c. Telephone Number:
d. Electronic Mailing Address:
3. Business Name:
4. Business Address:

I, _____, hereby certify that the information contained herein is true and correct.

Applicant/Permit Holder's Signature

Date



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Change Of Address and Facsimile Number Form

An applicant and permit holder must provide and maintain on file with the City his or her current home address, business address, business website, electronic mailing address, and facsimile number. The applicant and permit holder must notify the City of any changes to his or her home address, business address, business website, electronic mailing address, and facsimile number prior to the effective date of the change.

1. Full Name:
2. Home Address:
3. Telephone Number:
4. Cellular/Mobile Phone Number:
5. Facsimile Number:
6. Electronic Mailing Address:
7. Business Name:
8. Business Address:
9. Business Website:

I, _____, hereby certify that the information contained herein is true and correct.

Applicant/Permit Holder's Signature

Date