

IDAPA 39 – IDAHO TRANSPORTATION DEPARTMENT

Division of Motor Vehicles

39.02.02 – Rules Governing Vehicle and Vessel Dealer License Requirements – Motor Vehicles

Who does this rule apply to?

Those in the business of selling, exchanging or soliciting the sale or display of five or more vehicles or vessels in any one calendar year.

- Dealers of Vehicles or Vessels including off-highway vehicles;
- Salesperson License; and
- Off-premise Sales Activities.

What is the purpose of this rule?

The rule establishes the requirements for issuing vehicle and vessel dealer licenses. Provides when an individual must be a licensed dealer to sell or exchange vehicles or vessels and outlines the process for a salesperson to be licensed.

This rule addresses off-premise sales activities and conditions that the dealership must meet for approval.

What is the legal authority for the agency to promulgate this rule?

This rule implements the following statutes passed by the Idaho Legislature:

Motor Vehicles -

Dealers and Salesman Licensing:

- [49-1602, Idaho Code](#) – Administration – Power and Duties
- [49-1606, Idaho Code](#) – Classes of Licenses – Nonresident Licenses

Who do I contact for more information on this rule?

Idaho Transportation Department
Monday – Friday 8:00 am to 5:00 pm
P.O. Box 7129
Boise, ID 83707-1129
3311 West State Street
Phone: (208) 334-8000
itd.idaho.gov

Table of Contents

39.02.02 – Rules Governing Vehicle and Vessel Dealer License Requirements – Motor Vehicles

000. Legal Authority.	3
001. Title And Scope.	3
002. -- 099. (Reserved).....	3
100. Dealer License Requirements.	3
101. Salesperson License.	3
102. -- 199. (Reserved).....	3
200. Off-Premise Sales Activities.	3
201. -- 299. (Reserved).....	3
300. Request For Refund Of Dealer Or Salesperson Licensing Fees.	3
301. Refund Of Dealer Thirty Day Temporary Permits, License Plates, And Validation Sticker Fees.	4
302. -- 999. (Reserved).....	4

**39.02.02 – RULES GOVERNING VEHICLE AND VESSEL DEALER
LICENSE REQUIREMENTS – MOTOR VEHICLES**

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Sections 49-1602, and 49-1606(7), Idaho Code. (7-1-21)T

001. TITLE AND SCOPE.

01. Title. This rule is titled IDAPA 39.02.02, “Rules Governing Vehicle and Vessel Dealer License Requirements – Motor Vehicles.” (7-1-21)T

02. Scope. This rule clarifies the requirements for the issuance of dealer licenses, clarifies allowable locations for “supplemental lot” and “temporary supplemental lot” licenses, and specifies provisions for refunds of dealer and salesman licensing fees, dealer thirty-day (30) temporary permits, dealer license plates, and dealer validation sticker fees. (7-1-21)T

002. -- 099. (RESERVED)

100. DEALER LICENSE REQUIREMENTS.

A dealer license is required in the following situations: (7-1-21)T

01. Seller Not Titled Owner. Selling or exchanging; or (7-1-21)T

02. Maximum Sales. Selling, or exchanging, or soliciting the sale of five (5) or more vehicles or vessels in any one (1) calendar year even though titled in seller’s name; or (7-1-21)T

03. Display for Sale. Displaying for sale or exchange, five (5) or more vehicles or vessels at any one (1) time even though titled in the displayer’s name; or (7-1-21)T

04. Displaying Vehicles or Vessels. Displaying vehicles or vessels for sale, exchange or consign on property not legally controlled by the owner of the vehicle or vessel. (7-1-21)T

101. SALESPERSON LICENSE.

Dealers shall not allow a person to act as a salesperson in their behalf unless such person holds a valid salesperson license containing a current photograph of the salesperson, and the date of expiration of the salesperson’s license. (7-1-21)T

01. Temporary Salesperson. A new or transferring salesperson may act as a temporary salesperson for a sponsoring dealer for a period, not to exceed sixty (60) days, if the person has: (7-1-21)T

a. Made application to the Department; and (7-1-21)T

b. Paid the required fees; and (7-1-21)T

c. Has retained a copy of the completed application. (7-1-21)T

02. Temporary Salesperson Sales Authorization. A copy of the application must be carried by the temporary salesperson as authorization to act as a salesperson. (7-1-21)T

102. -- 199. (RESERVED)

200. OFF-PREMISE SALES ACTIVITIES.

The Department will not issue a “supplemental lot” or “temporary supplemental lot” license, unless the proposed sale or display activity is located within the same or adjacent county as the dealership’s principal place of business location or unless the dealership satisfies the requirements of Section 49-121(1), Idaho Code. Display of vehicle(s) or vessel(s) for sale or exchange at a location other than the location specified on the license issued to the dealer is a violation of this rule and the Dealer and Salesman Licensing Act. (7-1-21)T

201. -- 299. (RESERVED)

300. REQUEST FOR REFUND OF DEALER OR SALESPERSON LICENSING FEES.

The fees established for dealer and salesperson licenses are based on the costs to set up the files and to issue the necessary documents to begin operation of the enterprise. Therefore, the Department will only process requests for

refunds of licensing fees if: (7-1-21)T

01. Application Denial. The application is denied prior to the issuance of a temporary license. (7-1-21)T

02. Prior to License Issuance. The applicant requests a refund prior to the issuance of a license. (7-1-21)T

03. Prior to Renewal Issuance. The licensee pays a renewal license fee and then requests a refund prior to the issuance of the renewed license. (7-1-21)T

04. Over-Payment. The applicant over-pays the fees required. (7-1-21)T

301. REFUND OF DEALER THIRTY DAY TEMPORARY PERMITS, LICENSE PLATES, AND VALIDATION STICKER FEES.

The Department will process requests for refunds if: (7-1-21)T

01. Unused Permits. The thirty (30) day temporary permits are returned unused by a dealership that is going out of business. (7-1-21)T

02. Plates Not Ordered. The dealer license plates have not been ordered through the plate manufacturer. (7-1-21)T

03. Validation Stickers Unused. The dealer validation stickers have not been applied to the dealer's license plates. (7-1-21)T

302. -- 999. (RESERVED)

Subject Index

D

Dealer License Requirements 3
Display for Sale 3
Displaying Vehicles or Vessels 3
Maximum Sales 3
Seller Not Titled Owner 3

L

Legal Authority 3

O

Off-Premise Sales Activities 3

R

Refund Of Dealer Thirty Day
Temporary Permits, License Plates,
& Validation Sticker Fees 4
Plates Not Ordered 4
Unused Permits 4
Validation Stickers Unused 4
Request For Refund Of Dealer Or
Salesperson Licensing Fees 3
Application Denial 4
Over-Payment 4
Prior to License Issuance 4
Prior to Renewal Issuance 4

S

Salesperson License 3
Temporary Salesperson 3
Temporary Salesperson Sales
Authorization 3

T

Title & Scope 3