

The completed application for a Metal Recyclers License is to be mailed or delivered to

City of Plano Police Department
Attn: Records Unit
P.O. Box 860358
Plano, Texas 75086

Fees may be paid with cash, money order, personal or business check. In addition, prior to issuance of the license, the following requirements must be satisfied:

- 1) The business must have a "Certificate of Occupancy." A copy of this certificate must be attached to the application. Information on certificates may be obtained from the City of Plano Building Inspections Unit at the number listed below.
- 2) Business must be registered with the State through the Texas Department of Public Safety Metal Recycler Program as required by law. If you are not registered with the State, you may do so at the DPS Crime Records Service website: https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx

The Police Department will mail your license to you when approved. If you do not receive notification of the license approval within (30) days, after the date of application, please contact the Police Records Division at the number listed below.

It is your responsibility to keep your license current. Application for renewal should be made a minimum of thirty (30) days prior to the expiration date to allow ample time for processing. Renewal applications are available on the Plano Police website: www.planopolice.org

Please read the copy of the city ordinance pertaining to the Metal Recyclers license. If there are any questions regarding the ordinance, please contact the Plano Police Records Division for clarification.

Plano Police Records Division **972.941.2154**

City of Plano Building Inspections **972.941.7140**