



# Off-Site Motor Vehicle Dealer's License Temporary Supplemental Lot

ITD 3198 (Rev. 12/23)  
dmv.idaho.gov

## Idaho Transportation Department

Return completed form and payment to: Idaho Transportation Department  
PO Box 34  
Boise ID 83707-0034

**Email: [dealers@itd.idaho.gov](mailto:dealers@itd.idaho.gov)**  
**(only PDF format is accepted)**

**Please allow enough time for ITD to process. A signed ITD-approved copy of this application must be posted at the off-site sale.**

<b>Temporary Sale Information</b>			
Sale Dates – not exceeding 10 calendar days			
Temporary Location Business or Property Name			
Temporary Location Address			
City	State	Zip	
Products to be Sold Off-Site New only*      Used only**      New and Used*			
* If not in the same or adjacent county, submit a letter of permission from each manufacturer, indicating approval for this specific location and date of sale ** Must be within 175-mile radius of principal place of business			

<b>Applicant Information</b>	
Dealership Name	
Email	
Dealership License Number	Dealership Phone #
<b>To be Submitted by Applicant:</b> One Dealer Fee \$44.00..... Two or more Dealers Fee \$88.00*** ..... *** Each dealer must complete an application Permission Letter from each Manufacturer of Franchise (if Applicable).....	
<hr style="border: 1px solid black;"/> Group's Main Dealer Number	

**Idaho Code 49-121**

(1) "Temporary supplemental lot" means a location other than the principal place of business, or supplemental lot within the same or adjacent county as the principal place of business, where a licensed dealer may secure a license to conduct the business and is licensed for a period of time not to exceed ten (10) days for a specific purpose such as auto shows, auctions, shopping center promotions, tent sales, etc. Temporary supplemental lots shall meet all local zoning and building codes for the type of business being conducted. The requirements for a principal place of business shall not be applicable to temporary supplemental lot locations. The adjacent county restriction shall not apply if the dealer holds the franchise for the products to be displayed or sold and has approval from a manufacturer for the location where the proposed temporary supplemental lot license will be issued by the department. Non-franchised dealers shall be permitted to temporarily display or sell their products within a one hundred seventy-five (175) mile radius of their principal place of business, upon approval by the department.

Print Dealer's/Authorized Representative's Name	Date License Issued
Dealer's/Authorized Representative's Signature	Investigator's/DMV Agent's Signature
Date Submitted	Receipt Number