



## WEIGHTS & MEASURES LICENSING INSTRUCTION PAGE

PLEASE READ PRIOR TO COMPLETING APPLICATION ON PAGE 2.

### LICENSING FEES

EVERY PERSON WHO OWNS OR IS RESPONSIBLE FOR WEIGHING OR MEASURING DEVICE SHALL OBTAIN AN ANNUAL LICENSE FOR EACH ESTABLISHMENT FROM THE DEPARTMENT AND PAY A FEE AS PROVIDED. LICENSES ARE NOT TRANSFERABLE; THEREFORE A CHANGE IN OWNERSHIP WILL REQUIRE A NEW LICENSE APPLICATION & RELEVANT PAYMENT.

**DEFINITION OF DEVICE (in regards to gas stations):** A device, by definition, is each grade offered for sale on a pump face. (i.e. If you have a gas station and have 4 dispensers, each pump face has Regular, Mid-Grade, Premium, and Diesel. That would be 4 devices per pump face, 8 devices per dispenser. Equaling a total of 32 devices for the entire station) For the purposes of this application you would have 32 devices, which would be a \$75.00 licenses fee.

**\$25.00 - Twenty-five dollars for establishments with no more than five (5) devices**

**\$50.00 - Fifty dollars for establishments with more than five (5) and less than eleven (11) devices**

**\$75.00 - Seventy-five dollars for establishments with eleven (11) or more devices.**

PLEASE MAKE CHECKS PAYABLE TO **WYOMING DEPARTMENT OF AGRICULTURE**

### SPECIAL EVENT LICENSE CATEGORIES

(iv) For special events, twenty-five dollars (\$25.00) per individual vendor shall be charged annually. A special events license is valid for the duration of the event, whether a day, week or month. The weight, measure, or device used at special events must meet the requirements in Wyoming Statutes.

(a) In lieu of individual vendor licenses, a single event management may purchase an establishment license to cover all vendors. The event management is responsible for the weight, measure, or devices used under their license which must meet the requirements in Wyoming Statutes.

(v) Exemptions.

(a) State of Wyoming agencies are exempt from the licensing fee.

(b) Pharmacy scales inspected and tested by the Wyoming State Board of Pharmacy are exempt from the licensing fee.

(c) A Point-of-Sale system which is entirely independent from any weighing or measuring device is exempt from the licensing fee.

**Referenced from Chapter 18, Section 9, Page 10.**

(i) "Special event" means a farmer's market; a local community event; a fair, exposition, or trade show; or other venues open to the public for specified limited periods of time. Referenced from Chapter 18, Section 2, Page 1.

<http://agriculture.wy.gov/images/stories/pdf/techserv/rules/weightsmeasures.pdf>

<https://rules.wyo.gov/Search.aspx>



# Wyoming DEPARTMENT OF Agriculture

2219 CAREY AVE | CHEYENNE, WY 82002 | PHONE: 307-777-7324 | FAX: 307-777-6593

OFFICE USE ONLY	
Payment Method:	_____
Processed Date:	_____
License Code:	_____
Establishment Number:	_____

## TECHNICAL SERVICES DIVISION

### WEIGHTS & MEASURES LICENSE APPLICATION

PLEASE: **NEW APPLICATION** or **RENEWAL**  
 CURRENT ESTABLISHMENT NUMBER (IF RENEWING): \_\_\_\_\_

WHERE WOULD YOU LIKE YOUR LICENSE SENT **LICENSE APPLICANT** or **ESTABLISHMENT**  
*INFORMATION LISTED UNDER LICENSE APPLICANT WILL APPEAR ON PRINTED LICENSE.*

#### LICENSE APPLICANT INFORMATION

NAME: \_\_\_\_\_  
LAST FIRST

MAILING ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PHYSICAL ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

TELEPHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_

#### ESTABLISHMENT INFORMATION (i.e., company, government agency, etc.)

NAME: \_\_\_\_\_ BUSINESS CONTACT \_\_\_\_\_  
COMPANY NAME

MAILING ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

TELEPHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
(###) ### - ####

#### CONSENT STATEMENT

BY SIGNING THIS APPLICATION YOU VERIFY THAT YOU HAVE READ AND UNDERSTAND ALL APPLICABLE WYOMING STANDARDS AND REGULATIONS AND AGREE TO ABIDE BY THE LAWS AND REGULATIONS SET FORTH THEREIN. YOU ALSO UNDERSTAND THAT EACH SECTION OF THE LAWS AND REGULATIONS IS SEPARATELY AND COLLECTIVELY ENFORCEABLE.  
**INCOMPLETE APPLICATIONS WILL BE MAILED BACK. PLEASE COMPLETE ALL APPLICABLE SECTIONS.**

\_\_\_\_\_  
 SIGNATURE OF APPLICANT DATE

\_\_\_\_\_  
 WDA OFFICIAL DATE

#### DEVICE COUNTS

PLEASE INDICATE THE TYPE OF TYPE OF WEIGHTS & MEASURES LICENSE YOU ARE APPLYING FOR BY SELECTING ONE (OR MORE) OF THE BELOW. PLEASE PUT THE NUMBER OF DEVICES IN BOX. PLEASE REFER TO INSTRUCTION PAGE (PG. 1) FOR DEVICE COUNTS.

#	TYPE OF DEVICE	#	TYPE OF DEVICE
	SMALL CAPACITY SCALES (0-1000 IBS)		GAS PUMP & LIQUID MEASURING DEVICES
	MEDIUM CAPACITY SCALES (1001-5000 IBS)		VEHICLE TANK METERS
	LARGE CAPACITY SCALES (GREATER THAN 5000 IBS)		LIQUEFIED PETROLEUM GAS METERS
	MINERAL SYSTEM SCALES		REFINED FUEL LOADING RACKS METERS
	LIVESTOCK SCALES		GRAIN MOISTURE METERS

TOTAL DEVICES: \_\_\_\_\_ TOTAL FEE APPLIED: \_\_\_\_\_