



Haverhill

License Commission, Room 118
Phone: 978-420-3623 Fax: 978-373-8490
License_comm@cityofhaverhill.com

COMMON VICTUALLER'S LICENSE

General Instructions & Materials Required for Consideration

GENERAL INSTRUCTIONS

1. All applications, materials, and questions should be directed to:
City Clerks Office, RM 118
Attn: License Commission Clerk
4 Summer Street
Haverhill, MA 01830
2. Please see below for a complete **LIST OF REQUIREMENTS**, "*Materials Required for Consideration*"
3. Submitting an application with **INACCURATE INFORMATION** may subject the application to delay in processing
4. **ILLEGIBLE APPLICATIONS** will NOT BE PROCESSED and will be returned to the applicant.
5. **All FEES MUST BE SUBMITTED** at the time the application is submitted for processing.
→ *Please see below for fee details*

MATERIALS REQUIRED FOR CONSIDERATION

Copies are acceptable unless stated otherwise

1. **ORIGINAL APPLICATION & 4 COPIES**
2. **\$60.00 FEE for the Application**
→ Check payable to the "City of Haverhill"
3. **\$100.00 FEE for a Common Victualler's License**
→ Check payable to the "City of Haverhill"
→ Common Victualler's License is renewable Annually at \$100.00 Fee (subject to changes)
4. **INSPECTION SHEET SIGN-OFF**
→ **Original** Required
→ **MUST** have ALL signatures
5. **BUILDING OCCUPANCY PERMIT**
6. **BUSINESS CERTIFICATE**
→ Copy available at City Clerks Office **UPON** request
7. **LEASE AND/OR PURCHASE & SALES AGREEMENT**
→ Any and all agreements in affect
8. **VOTE OF THE BOARD OF DIRECTORS OF THE CORPORATION OR PARTNERSHIP**
→ **APPLIES ONLY IF** Applicant is a **Corporation or Partnership**
→ Applicant will need to supply a vote of the Board of Directors of the Corporation or Partnership appointing a manager
9. **AN EXTERIOR PHOTO OF THE BUSINESS**

LICENSE COMMISSION MEETINGS

1. **Applications that are received 7 CALENDAR DAYS PRIOR to the LICENSE COMMISSION'S NEXT MONTHLY MEETING WILL BE PLACED ON THE AGENDA.**
2. In order for an **APPLICATION TO RECEIVE APPROVAL**, an **Applicant or Authorized Representative of the Applicant MUST BE PRESENT** at the scheduled meeting.
3. If the License Commission approves an application, the City Clerk's Office will issue the Common Victualler's License *within 5 days of approval*.

THE NEXT LICENSE COMMISSION MEETING WILL BE HELD ON:

Thursday, _____ 20__ at 6:00 PM



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COMMON VICTUALLER'S LICENSE License Attestation

I certify under penalties of perjury, that I, _____, to the best of my knowledge and belief, have filed all state tax returns and paid all state tax as required under law.

License Year: _____

LICENSEE NAME

License #

Manager Name

D/B/A

Signature

Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under authority of MGL Chapter 62C, Section 49A.

Licensee Address

FED/SS #



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COMMON VICTUALLER'S LICENSE – SEE M.G.L. CHAPTER 140, SECTION 2 Application

Official Use ONLY:	
DATE COMPLETE: _____	PAID: \$ _____
ISSUED: _____	LIC#: _____

Date of Request: _____

Please **mark (X)** one of the following:

- | | |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> New Business | <input type="checkbox"/> Transfer of Common Victualler's License from (Original Owner: _____) |
| <input type="checkbox"/> Renewal of Common Victualler's License | |

NAME OF BUSINESS

Business Street Address	Business Phone Number
Name of Owner/Manager	Owner/Manager's Home Address
Owner/Manager's Phone Number	Owner/Manager's Email

Approval: Bring Application to each of the following locations at City Hall for Approval

_____ Plumbing & Gas Inspector Date Room 210	_____ Electrical Inspector Date Room 210
_____ Building Inspector Date Room 210	_____ Health Inspector Date Room 210
_____ Fire Inspector Date Room 113	_____ License Commission Date After Meeting



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Official Use ONLY:

DATE OF BIRTH: _____

FID #: _____