



CITY OF HAVERHILL

July 28, 2026

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HVCITYCLERK

AN ORDER TO AMEND DOCUMENT 60 OF 1981, DOCUMENT 209 OF 1989, DOCUMENT 50 OF 1995, DOCUMENT 55 OF 2003, DOCUMENT 70 OF 2008, DOCUMENT 87 OF 2015, DOCUMENT 17-GG OF 2024, DOCUMENT 26 OF 2025, DOCUMENT 73 OF 2025, DOCUMENT 34-2026, DOCUMENT 32-G OF 2026, BE FURTHER AMENDED BY ADDING THE LANGUAGE DENOTED AS EMBOLDENED AND REMOVING LANGUAGE STRICKEN THROUGH:

*Amended by inserting the following **emboldened** language and removing the language ~~stricken through~~:*

That the fees to be charged by the City Clerk shall be as follows:

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| 1. For furnishing certified vital record in office | \$10.00 |
| 2. For furnishing certified vital record by mail | \$15.00 |
| 3. For correcting errors in vital record | \$35.00 |
| 4. For recording delayed birth record | \$25.00 |
| 5. For furnishing genealogical research by request in writing | \$10.00 /hour or any portion thereof |
| 6. For examination of vital record | \$10.00 – min. fee |
| 7. For entering notice of intention of marriage intentions- in person only | \$40.00 |
| 8. For furnishing certified voter's record | \$10.00 |
| 9. For furnishing certified copy of Business certificate, also known as DBA | \$60.00 – 4 yrs |
| 10. For recording address change to Business certificate | \$20.00 |
| 11. For recording withdrawal or discontinuance of Business certificate | \$20.00 |
| 12. For issuing and recording license for tag day | \$10.00 per day |
| 13. For issuing and recording license for yard sale | \$5.00 per day |
| 14. For issuing and recording license for flea market | \$75.00 |
| 15. For furnishing voting/resident extract | \$10.00 |
| 16. For furnishing street listing book- in office | \$100.00 |
| 17. For furnishing street listing book- by mail | \$110.00 |
| 18. For issuing and recording drainlayer's license | \$100.00 |
| 19. For issuing and recording license to fortune tellers or palm readers | \$50.00 |
| 20. For issuing and recording license for coin operated machine | \$100.00 each |
| 21. For issuing and recording license for coin operated machine – Sundays | \$20.00 each |

22. For issuing and recording dog license – male or female	\$20.00
23. For issuing and recording dog license – spayed or neutered	\$15.00
1. Dog License late fines	
1. Licensed after May 31st	\$10.00 additional to license fee
2. Licensed after June 30th	\$15.00 additional to license fee
3. Licensed after July 31st	\$25.00 additional to license fee
24. For recording certificate of Practice of Podiatry or Optometry	\$20.00
25. For recording certificate of Practice as Physician or Osteopath	\$20.00
26. For recording filing of complete inventory for “Closing Out Sale” \$10.00 – first page, \$2.00 each additional page	
27. For recording Declaration of Trust	\$20.00
28. For recording Assignment Benefit of Creditors	\$10.00
29. For recording Power of Attorney	\$10.00
30. For recording deed or lot in public burial place or cemetery	\$5.00
31. For recording any other document	\$5.00 for 1st, \$1.00 ea. Additional
32. For notarizing document	\$1.00 <u>\$10.00</u> each signature
33. For issuing and recording Raffles/Bazaars permit, new	\$50.00
34. For issuing and recording Raffles/Bazaars permit, renewal	\$10.00
35. For issuing and recording license to keepers of billiards hall, pool hall or bowling alley \$60.00 for 1st. \$30.00 ea. Additional	
36. For issuing and recording license to keeper of bowling alley for Sunday Bowling \$20.00 per alley	
37. For issuing and recording license to keeper of billiards hall or pool hall for Sunday Pool or Billiards	\$100.00
38. For issuing and recording license to keeper of Roller Skating rink	\$100.00
39. For issuing and recording license to keeper of Roller Skating rink for Sunday Skating	\$10.00
40. For issuing and recording license to keeper of Skateboard facility	\$50.00
41. For issuing and recording license to Junk Dealer	\$200.00
42. For issuing and recording license to Junk Collector	\$100.00
43. For issuing and recording license to Pawnbroker	\$250.00
44. For issuing and recording license to Buy & Sell Old Gold	\$100.00
45. For issuing and recording license to Buy & Sell second hand articles	\$50.00
46. For issuing and recording license to Buy & Sell second hand clothing	\$50.00
47. For issuing and recording license for sale of used office machinery	\$60.00
48. For issuing and recording license for Hawker/peddler – 30 days or less	\$100.00
49. For issuing and recording license for Hawker/peddler – over 30 days	\$300.00
50. For issuing and recording license to sell Christmas trees	\$200.00
51. For issuing and recording license for Taxicab	\$150.00 ea vehicle
52. For issuing and recording license for Livery/Limousine	\$100.00 ea vehicle
53. For issuing and recording license for Ambulance	\$200.00 ea vehicle
54. For issuing and recording license for Chair car	\$150.00 ea vehicle
55. For issuing and recording Auctioneer license	\$50.00 ea auction

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| 56. For issuing and recording license to keeper of a theater | \$125.00 ea screen |
| 57. For furnishing and recording dance license | \$5.00 |
| 58. For issuing and recording license to a Circus | \$100.00 per day |
| 59. For furnishing a voting list | \$10.00 per disk |
| 60. For furnishing certified copies of document | \$10.00 per document |
| 61. For furnishing photocopies | \$.20 per page |
| 62. For administering an oath of office for Notary Public, Justice of the Peace, and any other Public Offices | \$20.00 |
| 63. For recording a home birth record | \$35.00 |
| 64. For issuing a personal kennel license, as defined in Mass. General Laws CH. 140, section 136A | \$150.00 |
| 1. Late Fee, after May 31st annually | \$50.00 |
| 65. For issuing a commercial breeder kennel license, commercial boarding or training kennel license, and a veterinary kennel license, all as defined in Mas. General Laws Ch. 140, section 136A, except there shall be no fee for kennel licenses issued to a domestic charitable corporation incorporated exclusively for the purpose of protecting animals from cruelty, neglect or abuse or for the relief of suffering | \$200.00 |
| 1. Late Fee, after May 31st annually | \$50.00 |
| 66. For processing petitions and issuing a Utility permit | \$100.00 |

In City Council, adopted July 28, 2026

Approve: Melinda E. Barrett
Melinda E. Barrett, Mayor

Attest: Kaitlin M. Wright Esposito
Kaitlin M. Wright Esposito, City Clerk

Date: July 30, 2026