



BUSINESS LICENSE APPLICATION

Office of the City Clerk/Business Licensing & Enforcement Division | One City Hall Plaza/Manchester, NH 03101 | (603) 624-6348

Date: _____

Instructions

- (1) Please return all pages of this application with all applicable information completed.
- (2) Using the worksheet provided, figure the total business license fee.
- (3) Please make checks payable to the "City of Manchester".
- (4) Checks returned by your financial institution are subject to a \$30.00 penalty.
- (5) The licensing year begins May 1st. Applications received after this time may be subject to a late charge. New licenses will expire on April 30th of the following year, unless the licensed activities are otherwise limited or invalidated by local, state, or federal authority.

SECTION I. IDENTIFICATION

- (A) Applicant: _____
Business Name: _____
Business Address: _____
(No PO Box) _____
Telephone #: _____ Federal Tax ID #: _____
Manager's Name(s): _____
Email Address(es): _____
- (B) Property Owner's Name: _____
Property Owner's Address: _____
(No PO Box) _____
Property Owner's Phone #: _____
- (C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.
Contact Person: _____
Time(s): _____ Email Address: _____

SECTION II. BUSINESS INFORMATION

(A) Business Activities: Please check all applicable activities and fill out the appropriate noted sections.

	AMUSEMENT DEVICE VENDOR -Sections I, II(A&B), III, IV(A,C,D) & V
	AMUSEMENT DEVICE VENDOR (OUT OF TOWN) -Sections I, II(A&D), III, IV(C) & V
	AMUSEMENT DEVICE -Sections I, II(A&C), III, IV(C) & V
	ARCADES (6 OR MORE DEVICES) -Sections I, II(A-C), III, IV(A,C,D)& V
	BANNERS -Sections I(A), II(A) & X
	DANCE/DANCE HALLS/EPOA -Sections I, II(A&B), III, IV(A,C,D)& V
	EMPLOYMENT OFFICES -Sections I, II(A&B), III, IV(A&D) & V
	ENTERTAINMENT PLACE OF ASSEMBLY/SPECIAL EVENT -Contact MEDO at (603) 624-6505
	FARMER'S MARKET -Contact MEDO at 603) 624-6505
	FOOD SERVICE ESTABLISHMENT -Sections I, II(A&B), III, IV(A-D), & V
	HIGH IMPACT RETAIL SALES -Sections I, II(A&B), III, IV(A-D), & V
	HOTEL/MOTEL/INN/BED&BREAKFAST -Sections I, II(A&B), III, IV(A-D), & V
	JUNK DEALERS AND SCRAP YARDS -Sections I, II(A&F), III and IV(A,C,D), V & XII
	KIOSK -Sections I, II(A&B), & III; also Section IV(B) if food kiosk
	NOISE PERMIT -Sections I, II(A&F), III & IV
	PEDDLERS/HAWKERS -Sections I, II(A&E), III, IV(A-D) & VIII
	PEDDLERS/HAWKERS (CIVIC CENTER) -Sections I, II(A&E), III, IV(A-D)& VIII
	RAFFLE/TAG DAY -Sections I(A), II(A), III & XI
	SECONDHAND DEALERS AND AUCTION HOUSES -Sections I, II(A&B), III, IV(A, C,D), V & XII
	SECONDHAND DEALERS AND AUCTION HOUSES (OUT OF TOWN) -Sections I, II(A&D), III, IV(C) & XII
	SIDEWALK ENCUMBRANCE -Sections I, II(A&F), III, IV(A,C,F) & VI
	SIDEWALK SIGNS -Sections I, II(A&F), III, IV(A&F) & VII
	TATTOO/BODY PIERCING SHOP -Sections I, II(A&B), IV(A,B,D) & V
	TAXICAB COMPANY -Sections I, II(A,B,F), III, IV(A,C,D), V & IX
	TAXICAB COMPANY (OUT OF TOWN) -Sections I, II(A,D,F), III, IV(C) & IX
	TOWING -Sections I, II(A&B), III, IV(A,C,D)& V
	TOWING (OUT OF TOWN) -Sections I, II(A&D), III & IV(C)
	TRANSFER OF BUSINESS (Name Change) -Sections I, II(A&G), III, IV(A-D) & V
	TRANSFER OF BUSINESS (Location Change) -Sections I, II(A&G), III, IV(A-D)& V
	TRANSFERS OF BUSINESS (Ownership Change) -Sections I, II(A&G), III, IV(A-D) & V
	OTHER _____

SECTION II. BUSINESS INFORMATION - LICENSE FEE WORKSHEET

The following are the license fee categories for businesses and business activities in the City of Manchester. Please review each section and calculate the fees where appropriate.

(B) Enter your business' square footage here to calculate your fee. If the square footage is already entered, this number is based on figures submitted with your application from last year. If there have been no changes since last year continue to next applicable section. If there have been any changes, correct the square footage and calculate the fee for _____ sq. feet. To calculate the fee, the first 1,500 square feet is \$50.00 and \$2.00 per 100 square feet, or portion thereof, thereafter. Minimum fee is \$50.00; maximum is \$1,000.00.

(C) Enclosed Amusement Device Registration form must be filled out completely and submitted. Fees, per machine, are as follows:

(1) \$25.00 for each child's amusement device (height and weight requirements for children only), skee ball, basketball device, pinball, concession game, pool table, or billiard table.
Number of machines: _____ x \$25.00 = _____

(2) \$50.00 for each juke box, centralized music system, video game, video dart machine, etc.
Number of machines: _____ x \$50.00 = _____

(3) \$2,000.00 for each video poker or video slot machine.
Number of machines: _____ x \$2,000.00 = _____

(4) \$300.00 for Arcade License fee (six or more amusement devices). Note: The count of devices is not to include pool tables, billiard tables, juke boxes or centralized music systems.
Fee: \$300.00

(D)	
(1) Out of Town Towing	Fee: \$50.00/annual
(2) Out of Town Amusement Device Vendor	Fee: \$100.00/annual
(3) Out of Town Taxi Company	Fee: \$100.00/annual
(4) Out of Town Auction House/Auctioneer	Fee: \$50.00/annual
(5) Out of Town Second Hand Dealer	Fee: \$100.00/per day

(E) The licenses for the following activities may also require additional paperwork, state licenses, insurance certificates etc.:	
(1) Dance/Entertainment (Restaurant)	Fee: No Charge
(2) Peddler – City Wide	Fee: \$150.00/yr; \$25/day
(3) Peddler-Civic Center Zone	Fee: \$400.00/yr; \$75.00/day

(F)	
(1) Noise Permit	Fee: \$200.00/event
(2) Sidewalk Encumbrance-Downtown	Fee: \$50.00/annual
(3) Portable Sidewalk Sign (A-Frame)	Fee: \$25.00/annual
(4) Junk Dealer/Scrap Yard	Fee: \$3,500.00/annual
(5) Taxi License Medallion	Fee: \$400.00/annual

(G)	
(1) Fee for Transfer of Current License to New Owner	\$25.00
(2) Fee for name Change to New Business Name	\$25.00
(3) Fee for Transfer of License to New Location	\$25.00*
*additional square footage must be calculated based on Box B above (if applicable)	

(Total)

Proration of Initial Annual License Fees

Initial applications received after May 1, for certain activities, may be prorated as follows (call 603-624-6455 for details):

May 1–July 31.....100% Aug 1–Oct 31.....75% Nov 1–Jan 31.....50% Feb 1 – Apr 30.....25%

SECTION III. BUSINESS PRINCIPALS & SIGNATURES

All signatures must be of an owner or duly authorized corporate office.

Sole Proprietorship

Owner _____ D.O.B.: _____
Residence: _____ Social Sec. #: _____
_____ Telephone #: _____
Signature: _____

Partnership

Partner #1: _____ D.O.B.: _____
Residence: _____ Social Sec. #: _____
_____ Telephone #: _____
Partner #1: _____ D.O.B.: _____
Residence: _____ Social Sec. #: _____
_____ Telephone #: _____
Signature: _____

Corporation (cont. on next page)

Corporate Name: _____
Address (No P.O. Box): _____

Telephone #: _____ Fed Tax I.D #: _____
(President) Name: _____ D.O.B.: _____
Residence: _____ Social Sec. #: _____
_____ Telephone #: _____

SECTION III. BUSINESS PRINCIPALS & SIGNATURES (CONT.)

Vice President #1

Name: _____ D.O.B. : _____
Residence: _____ Social Sec. #: _____
_____ Telephone #: _____

Vice President #2

Name: _____ D.O.B. : _____
Residence: _____ Social Sec. #: _____
_____ Telephone #: _____

Treasurer

Name: _____ D.O.B. : _____
Residence: _____ Social Sec. #: _____
_____ Telephone #: _____

Secretary

Name: _____ D.O.B. : _____
Residence: _____ Social Sec. #: _____
_____ Telephone #: _____

Clerk

Name: _____ D.O.B. : _____
Residence: _____ Social Sec. #: _____
_____ Telephone #: _____

Duly authorized signature: _____
Print name signed above: _____

SECTION IV. DEPARTMENT SIGN-OFFS

The following section must be completed prior to acceptance of the application for consideration. Departments may attach conditions to sign-offs and/or indicate that approval is tentative or subject to further review. Pursuant to Section 110.02 (C) of the Code of Ordinances, departments may place additional restrictions or conditions on certain activities.

(A) Planning & Community Development, One City Hall Plaza-West Wing, 2nd Floor (603-624-6450)
The above application has been reviewed by this department and applicant has met all permitting requirements. The business is consistent with zoning regulations or has been approved through variance. The square footage reported appears to be accurate.

Signature:

Date:

(B) Health Department, 1528 Elm Street (603-624-6466)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Signature:

Date:

(C) Police Department, 405 Valley Street (603-668-8711)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Signature:

Date:

(D) Fire Department, 100 Merrimack Street (603-669-2256)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Signature:

Date:

(E) Parks and Recreation Department, 475 Valley Street (603-624-6444)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Signature:

Date:

(F) Public Works Department, 475 Valley Street (603-624-6444)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Signature:

Date:

SECTION VIII. PEDDLERS LICENSE APPLICATION

All applicants will need to submit a completed application with the following documentation:

- (1) Government-issued picture identification.
 - (2) A copy of a Hawkers & Peddler’s license issued by the State of New Hampshire.
 - (3) Completed certified criminal record for the previous five (5) years where you may have resided.
 - (4) A certificate of insurance (\$500,000 minimum) with the City of Manchester listed as an additionally insured.
 - (5) Two passport photos (for identification card).
 - (6) Peddlers must obtain written permission from all abutting land owners and/or tenants at each business location.
 - (7) A description and photo of any stand or vehicle to be used (including license and registration).
 - (8) A copy of a license issued by the Manchester Health Department for any food or beverage sales.
- Please note that additional documentation may be required by the City Clerk’s Office.*

Previous addresses in the past five (5) years: _____

State of NH Hawkers & Peddlers License #: _____

Have you ever been a resident in another state? _____ Yes _____ No
If “Yes”, where and when? _____

Have you ever been fingerprinted? _____ Yes _____ No
If “Yes”, why, where and when? _____

Have you ever been convicted of a crime in another state? _____ Yes _____ No
If “Yes”, list the state(s): _____

Have you ever held a Peddler’s License in Manchester before? _____ Yes _____ No
If “Yes”, when? _____

Products or items you are requesting a license to sell/vend: _____

Location(s) you intend or request to sell/vend from: _____

I, _____, hereby certify the above and
aforementioned information is true and accurate and understand and realize that any misrepresentation in this
application, failure to disclose information requested in this application, or failure to comply with the City of
Manchester and/or state laws may result in the immediate suspension and revocation of my license/permits.

Signature: _____ Date: _____