



# 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 1<sup>st</sup>. Applications received after this time may be subject to a late charge. New licenses will expire on April 30<sup>th</sup> 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.**

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

## 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, 2<sup>nd</sup> 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 VI. SIDEWALK ENCUMBRANCE LICENSE APPLICATION

A license is required to encumber the sidewalk with tables, chairs, boxes, shelves, stands and/or merchandise for businesses located in the downtown area bounded by Auburn Street to Salmon Street and the easterly side of the Merrimack River to Chestnut Street.

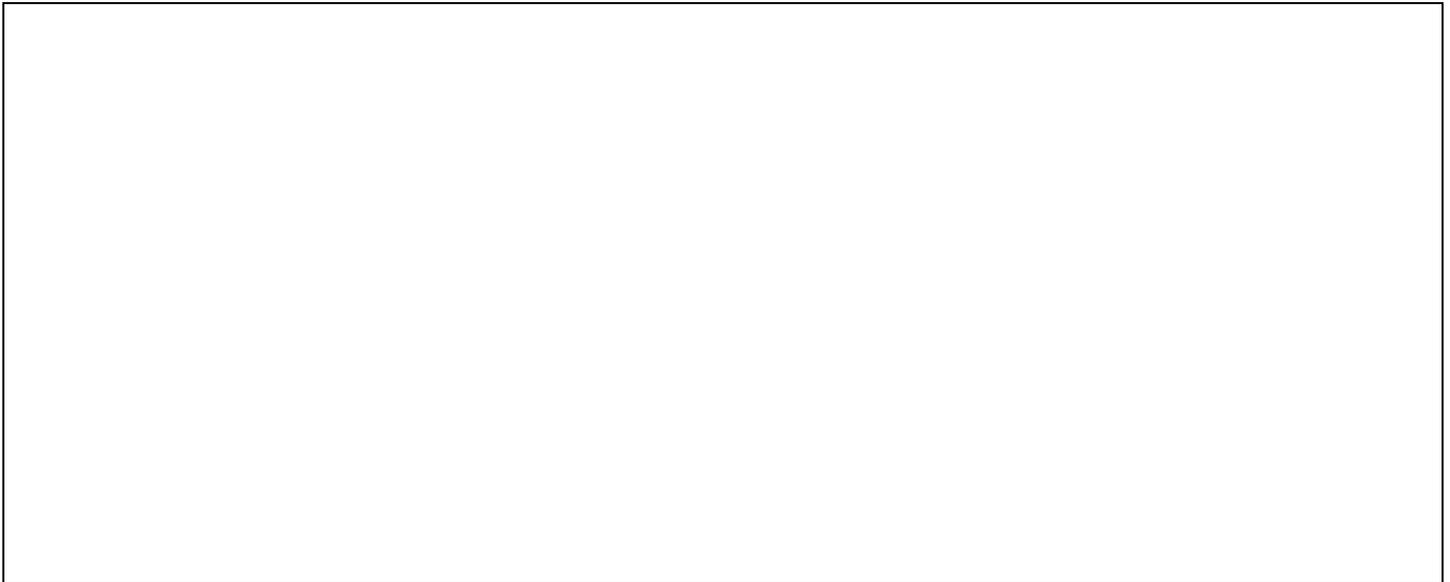
- Licensee may encumber up to one half of the sidewalk area immediately adjacent to the building so that a minimum of 48 inches of walking surface is maintained free and clear at all times for pedestrian traffic as outlined in the diagram/photograph.
- Any licensed establishment serving alcoholic beverages to its patrons must be a restaurant as defined in R.S.A. 175:1 and must provide the City Clerk with a copy of a current liquor license issued by the New Hampshire State Liquor Commission.
- The applicant agrees to keep on file at all times during the term of this permit, a certificate of insurance in a form suitable to the City's Risk Manager indicating five hundred thousand dollars (\$500,000) general liability coverage and listing the city as additional insured under the policy.

With the signing of this application, as applicant, I understand and will adhere to all aspects of this application and hereby agree to indemnify and hold harmless the City and its officers and employees from any loss or liability or damage, including expenses and costs for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of the public way obstruction within the City.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Annual licenses are valid from April 1 through October 15 (9:00 a.m. to 11:00 p.m.). Extension of the dates of operation must be made in writing to the City Clerk's Office. The diagram below must show the dimensions and location of the encumbrance and the dimensions of the sidewalk upon which it is to be located.



**Note: If additional space is needed for diagram, please attach an 8 ½ x 11 sheet with a drawing.**

# EXAMPLE

