



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), II(B), III, IV(A), IV(C), IV(D) & V
	AMUSEMENT DEVICE VENDOR (OUT OF TOWN)-Sections I, II(A), II(D), III, IV(C)& V
	AMUSEMENT DEVICE-Sections I, II(A), II(C), III, IV(C) & V
	ARCADES (6 OR MORE DEVICES)-Sections I, II(A), II(B), II(C), III, IV(A), IV(C), IV(D)& V
	BANNERS-Sections I(A), II(A) & X
	CHRISTMAS TREES / FUEL WOOD-Sections I, II(A), II(F), III, IV(A) & IV(D)
	DANCE/DANCE HALLS/EPOA CLASS I-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D)& V
	EMPLOYMENT OFFICES-Sections I, II(A), II(B), III, IV(A), IV(D) & V
	ENTERTAINMENT PLACE OF ASSEMBLY CLASS I-Contact MEDO at (603) 624-6505
	ENTERTAINMENT PLACE OF ASSEMBLY CLASS II-Contact MEDO at (603) 624-6505
	ENTERTAINMENT PLACE OF ASSEMBLY CLASS III-Sections I, II(A), II(B), II(E), III, IV(A), IV(B), IV(C), IV(D), & V
	JUNK DEALERS AND SCRAP YARDS-Sections I, II(A), II(F), III and IV(A), IV(C), IV(D) & V
	KIOSK-Sections I, II(A), II(B), III & IV(B) (food only)
	NOISE PERMIT-Sections I, II(A), II(F) & III
	PEDDLERS/HAWKERS-Sections I, II(A), II(E), III, IV(A), IV(B), IV(C), IV(D)& VIII
	PEDDLERS/HAWKERS (CIVIC CENTER)-Sections I, II(A), II(E), III, IV(A), IV(B), IV(C), IV(D)& VIII
	PETTY GROCERS/BUTCHERS-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
	RAFFLE/TAG DAY-Sections I(A), II(A) & XI
	RESTAURANTS / FOOD SERVICE-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
	SECONDHAND DEALERS AND AUCTION HOUSES-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D) & V
	SECONDHAND DEALERS AND AUCTION HOUSES (OUT OF TOWN)-Sections I, II(A), II(D), III, & IV(C)
	SIDEWALK ENCUMBRANCE-Sections I, II(A), II(F), III, IV(A), IV(C), IV(F) & VI
	SIDEWALK SIGNS-Sections I, II(A), II(F), III, IV(A), IV(F) & VII
	SUNDAY ACTIVITIES-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
	TAXICAB COMPANY-Sections I, II(A), II(B), II(F), III, IV(A), IV(C), IV(D), V & IX
	TAXICAB COMPANY (OUT OF TOWN)-Sections I, II(A), II(D), II(F), III, IV(C), & IX
	TOWING-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D)& V
	TOWING (OUT OF TOWN)-Sections I, II(A), II(D), III & IV(C)
	TRANSFER OF BUSINESS (Name Change)-Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D) & V
	TRANSFER OF BUSINESS (Location Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
	TRANSFERS OF BUSINESS (Ownership Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
	OTHER _____

SECTION XI. TAG DAY/RAFFLE LICENSE APPLICATION

Organization: _____ Phone #: _____

Contact Person: _____

Address: _____

Please circle one

TAG DAY

RAFFLE

Previously held a license issued by the City Clerk: _____ Yes _____ No Type: _____

Who will the event/sale benefit (if other than applicant)? _____

TAG DAY

Tag day permits shall be issued only to non-profit organizations that have a principle location in the City of Manchester. They shall be for a two-day period only and shall be issued only twice a year.

Event Location(s): _____

Date(s) of event: _____ Hours of operation: _____

Note: For Tag Days, please attach a list of locations and a letter from the authorized owner/manager of each store location.

RAFFLE

Raffle permits shall be issued to any charitable organization, corporation or entity as defined by New Hampshire RSA 287-A.

Event Location(s): _____

Date(s) of event: _____ Hours of operation: _____

Type(s) of merchandise being raffled: _____

Raffle drawing date: _____ How will winners be notified? _____

Note: Facsimile of raffle ticket and a list of prizes must be attached to application. A list of all prize winners must be kept for a minimum of one (1) year.