



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 & 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 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.

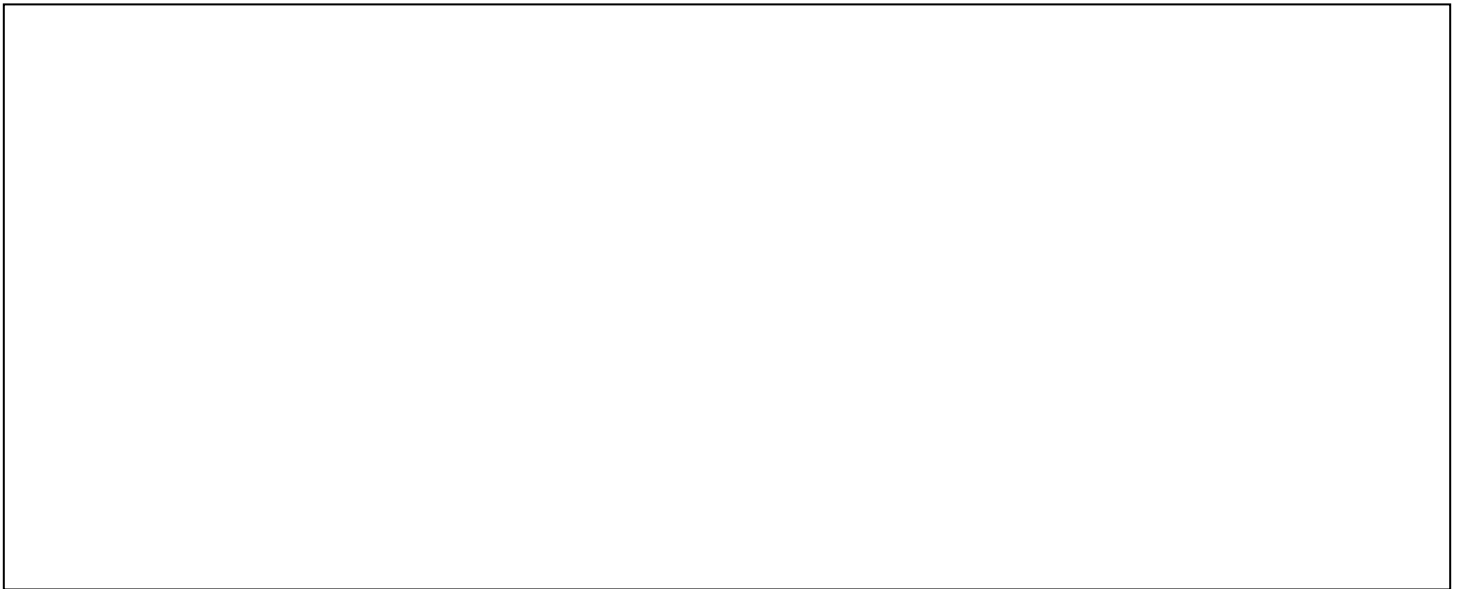
- Licensee may encumber up to one half of the sidewalk area immediately adjacent to the building so that a minimum of 36 inches of walking surface is maintained free and clear at all times for pedestrian traffic as outlined in the diagram/photograph.
- Any licensed establishment serving alcoholic beverages 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.

SECTION VII. PORTABLE SIGN (A-FRAME) LICENSE APPLICATION

A license is required to place a portable sign on any city owned right-of-way.

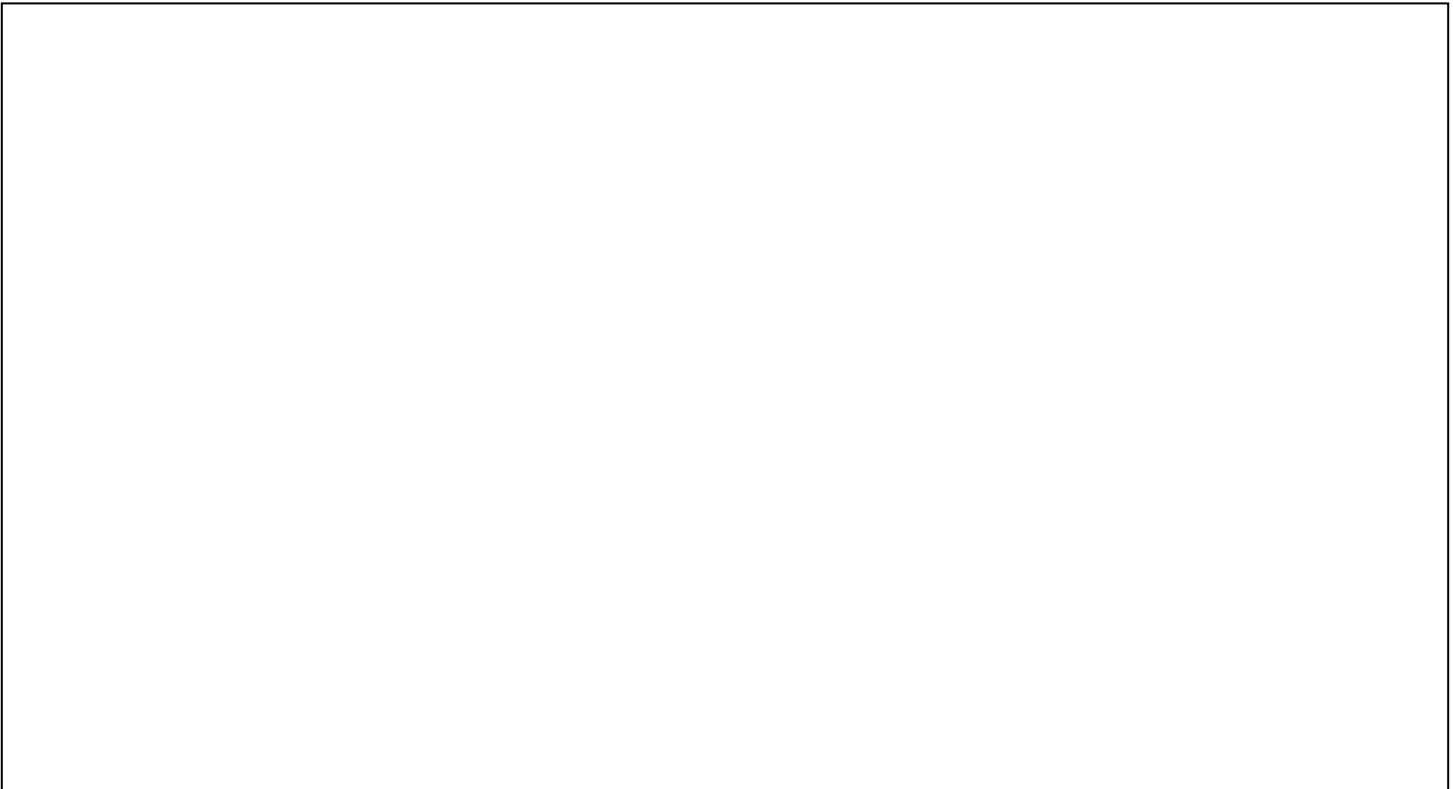
- *A portable sign must be placed upon right-of-way immediately adjacent to the business.*
- *The applicant agrees to keep on file at all times during the term of this permit, a certificate of insurance in a form suitable to the City’s Risk Manager indicating five hundred thousand dollars (\$500,000) general liability coverage and listing the City of Manchester 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.

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: _____

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: _____ Event Date: _____

Sponsoring Organization: _____

Contact Person for Event: _____

Contact's Phone #: _____ Email: _____

Time Period Requested: _____

Number of cross-street banners (max of two at any given time): _____

BANNER LOCATION(S) FEES

Elm and Bridge Streets	\$500.00
Elm and Pleasant Streets	\$500.00
Hanover and Chestnut Streets	\$125.00
Kelley and Dubuque Streets	\$125.00

In the area below, illustrate (or attach to this application) exactly how your banner will appear:

Signature of responsible party indicating that you have read the City of Manchester Municipal Banner Policy (available at www.manchesternh.gov/banner):

Signature: _____ Date: _____

Office Use Only

Date Received: _____ Committee Review: _____ Committee Action: _____
Insurance Carrier: _____ Fee Submitted: _____

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.

SECTION XII. SECONDHAND DEALER LICENSE APPLICATION

All applicants will need to submit a completed application with a certified criminal record for the previous ten (10) years where you may have resided. Please note that additional documentation may be required by the City Clerk's Office.

Previous addresses in the past ten (10) years: _____

Federal License # (if applicable/please provide copy): _____

State License # (if applicable/please provide copy): _____

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 Secondhand Dealer's License in Manchester before? _____ Yes _____ No

If "Yes", when? _____

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

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: _____