



# CITY OF MELROSE

## OFFICE OF THE CITY CLERK

**MARY-RITA O'SHEA**  
City Clerk

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4114  
Fax - (781) 979-4149

### GENERAL INSTRUCTION SECOND HAND DEALER APPLICATION

A Second Hand Dealer License is required for persons to be dealers in or keepers of shops for the purpose, sale and barter of junk, old metals or secondhand articles.

1. The attached application must be complete & accurate. The applicant must either **PRINT or TYPE Clearly. No section, if applicable, should be left blank.**
2. Complete **CORI Request Form** and return to City Clerk's Office three (3) weeks before submitting application to City Clerk.
3. Applicants must make arrangements for the attached Code Enforcement Inspectors to inspect the premises to be licensed. (Please see attached application for telephone numbers of Inspectors)
4. Keep the application on the premises to be licensed so the Inspectors can sign their approval following their inspection. Once you have received all signatures, return the application to the **City Clerk's Office.**
5. Submit a set of plans to the Building Dept. according to their specifications.
6. Provide a copy of Plan that was filed with Inspectional Services to the City Clerk with Application.
7. Provide a copy of the lease and /or purchase and sales agreement.
8. If you are filing as a corporate/partnership, you will need to supply a vote of the Board of Directors of the Corporation or Partnership appointing a manager.
9. Apply for a Business Certificate at the City Clerk's Office upon receiving your occupancy permit from Inspectional Services.
10. The Wednesday before the Board of Aldermen meeting is the deadline for any paperwork that is completed for a full or pre-approval. (The BOA meets the 1st & 3rd Monday of the Month)
11. The applicant must be present at the Board of Aldermen meeting for the application to be approved. If the application is approved, the License will be issued from the City Clerk's Office upon receipt of the Occupancy Permit.
12. The Second Hand Dealer License is \$125.00 and is renewed by the calendar year.
13. The applicant must return the **ORIGINAL APPLICATION** to the City Clerk's Office.



**CITY OF MELROSE**

**OFFICE OF THE CITY CLERK**

**MARY-RITA O'SHEA**  
City Clerk

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4114  
Fax - (781) 979-4149

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**APPLICATION FOR SECOND HAND DEALER LICENSE**

Issued: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

License No: \_\_\_\_ - \_\_\_\_

Fee: \$ \_\_\_\_\_

Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Business Tel. No. \_\_\_\_\_

Owner \_\_\_\_\_

Home Tel. No. \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

Outside Plot Plans showing the business location with entrances and exit locations and any parking facilities to be provided. **Note:** (larger plans may be requested by Inspection Department)

\_\_\_\_ Corporation    \_\_\_\_ Partnership    \_\_\_\_ Individual    \_\_\_\_ Other (specify)

If a corporation, date of incorporation \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Number of Employees \_\_\_\_\_

Hours of Operation: Days \_\_\_\_\_    Hrs. from \_\_\_\_\_ to \_\_\_\_\_

Days \_\_\_\_\_    Hrs. from \_\_\_\_\_ to \_\_\_\_\_

**Departmental Reports of Investigation Relative To Petition For Second Hand Dealer License**

**APPROVAL:** \_\_\_\_\_  
**Office of Fire Prevention (781-665-0501)**

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
**Bldg. Commissioner (781-979-4135)**

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
**Police Department (781-979-4465)**

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICE USE ONLY: Fee Paid** \_\_\_\_\_

**CORI FORM SUBMITTED** \_\_\_\_\_

**Application for Second Hand Dealer License**

**PART II: DESCRIPTION OF APPLICANT:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ How long? \_\_\_\_\_ Yrs.

Previous Address: \_\_\_\_\_

Home Tel. No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Emergency No. \_\_\_\_\_ Email address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Do you hold any other business or occupational licenses issued by:

City, town or state? \_\_\_\_\_ Yes (attach copy) \_\_\_\_\_ No

Has any license held by you ever been revoked, suspended or otherwise subject to disciplinary action? \_\_\_\_\_ Yes (attach full explanation of circumstances) \_\_\_\_\_ No

**Application for Second Hand Dealer License**

I/We hereby certify that I/We have read the forgoing application and know the content thereof, and that the statements contained therein are true and complete and I/We acknowledge that the City is not required to issue a license or to renew any license which is issued and that such license may be revoked at any time for misstatements of omissions in the foregoing application or of any violation of the terms and conditions of the license or of the laws of the Commonwealth of Massachusetts or the ordinances, rules and regulations of the City of Melrose.

|                             |             |
|-----------------------------|-------------|
| Date: _____ / _____ / _____ | _____       |
|                             | (Applicant) |
| Date: _____ / _____ / _____ | _____       |
|                             | (Applicant) |
| Date: _____ / _____ / _____ | _____       |
|                             | (Applicant) |
| Date: _____ / _____ / _____ | _____       |
|                             | (Applicant) |

Attachments:

Tax Certification Form \_\_\_\_\_  
Workmen's Comp Form \_\_\_\_\_



# CITY OF MELROSE

## OFFICE OF THE CITY CLERK

**MARY-RITA O'SHEA**  
City Clerk

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4114  
Fax - (781) 979-4149

### TAX CERTIFICATION FORM

License Year: \_\_\_\_\_

License # \_\_\_\_\_

Licensee: Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

D/B/A: \_\_\_\_\_

ID# \_\_\_\_\_

Manager: \_\_\_\_\_

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

\_\_\_\_\_  
Signature of Applicant or  
Corporate Name\*

\_\_\_\_\_  
By: Corporate Office  
(Mandatory, if applicable)

\_\_\_\_\_  
Social Security # (voluntary) or Federal Identification Number\*\*

\*This license *will not be used or renewed* unless this certification clause is signed by the applicant.

\*\*Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency *will be subject to license suspension or revocation*. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.

The Commonwealth of Massachusetts  
Department of Industrial Accidents  
Office of Investigations  
600 Washington Street  
Boston, MA 02111  
[www.mass.gov/dia](http://www.mass.gov/dia)

Workers' Compensation Insurance Affidavit: General Business

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Are you an employer? (check one):**

1. I am an employer with \_\_\_\_\_ employees (full and/or part-time).\*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp insurance required)
3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. (No workers' comp insurance required)\*\*
4. We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp insurance required)

**Business Type (required):**

5. Retail       6. Restaurant/Bar/Eating Establishment       7. Office and/or Sales (inc. real estate, auto, etc.)       8. Non-profit
9. Entertainment       10. Manufacturing       11. Health Care       12. Other \_\_\_\_\_

Any applicant that checks box #1 must also fill out the section below their worker's compensation policy information. \*\* If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation is required and such an organization should check box #1.

*I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.*

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Policy# or Self-insurance License# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone #: \_\_\_\_\_

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (circle one):**

1. Board of Health      2. Building Department      3. City/Town Clerk      4. Licensing Board
5. Selectmen's Office      6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

## INFORMATION AND INSTRUCTIONS

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An employer is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that **"every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence or compliance with the insurance coverage required."** Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

---

### Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law of if you are required to obtain a workers' compensation policy, please call the department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

---

### City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigation would like to thank you in advance for your cooperation and should you have any questions please do not hesitate to give us a call.

---

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts  
Department of Industrial Accidents  
**Office of Investigations**  
600 Washington Street  
Boston, MA 02111

Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE  
Fax # 617-727-7749  
[www.mass.gov/dia](http://www.mass.gov/dia)