



Haverhill

License Commission, Room 118
Phone: 978-374-2354 Fax: 978-373-8490
License_comm@cityofhaverhill.com

GENERAL INSTRUCTION COMMON VICTUALLERS APPLICATION

1. The following application must be complete & accurate. The applicant must either **PRINT OR TYPE CLEARLY.**
2. Applicants must make arrangements for the following Code Enforcement Inspectors to inspect the premises to be licensed.
(Please see attached list)
3. 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 License Commission Office.
4. You will need to supply a copy of the lease and/or purchase and sales agreement.
5. 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.
6. A Copy of the Business Certificate that was filed in the City Clerk's office.
7. A Copy of the Building Occupancy Permit.
8. License Commission Meetings are generally held the first Monday of each month. Should you **NOT** have the application completed for the up coming Meeting you may still attend for Pre-Approval.
9. The Tuesday before the meeting is the deadline for any paperwork that is completed for a full or pre-approval.
10. The applicant must be present at the meeting for the application to be approved. If the application is approved the License will be issued from the License Commission Office within 5 days following the approval.
11. The Common Victuallers License is \$75.00 and is renewed by the Calendar year.
12. The applicant must return the **ORIGINAL APPLICATION PLUS 3 ADDITIONAL COPIES** to the License Commission Office.

THE NEXT MEETING WILL BE HELD ON: _____

THE DEADLINE FOR ANY COMPLETED PAPERWORK: _____

4 Summer Street Haverhill, MA 01830 www.ci.haverhill.ma.us



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Issued: __/__/__ Lic No: __-__

Fee: \$_____ Paid: __/__/__

APPLICATION FOR COMMON VICTUALLER LICENSE

Name of Business

Address of Business

Business Phone No.

Owner or Manager

Home Address

Date

Signature

Phone No.

Social Security # _____ **or FID#** _____

Check One:

___ **New Business**

___ **Transfer of License from:** _____

Present Business and Owner

APPROVAL: _____

Plumbing and Gas Inspection

Date

Electrical Inspector

Date

Fire Inspector

Date

Building Inspector

Date

Health Inspector

Date

License Commission

Date



City of Haverhill License Attestation

License Commission
Haverhill City Hall
Room 118 – 4 Summer Street
Haverhill, MA 01830
(978) 374-2312
license_comm@cityofhaverhill.com

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 and waste water bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Haverhill, as required by law.

Signature of Applicant or
Corporate Name*

By: Corporate Officer
(Mandatory, if applicable)

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

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

**Your Social Security number of 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.