



**SELECT BOARD**  
Town Offices  
50 Billerica Road  
Chelmsford, MA 01824-2777

Phone: (978) 250-5202

## **Auto Dealer Licensing Process**

The Chelmsford Select Board, as the Local Licensing Authority, issues Auto Dealer Licenses in accordance with M.G.L. Chapter 140, Section 57 - 59. All auto dealers selling new and/or used vehicles must have a license to operate. Applicants must complete the following steps:

- Confirm proper zoning of the proposed location with the Building Inspector
- Obtain a Business Certificate from the Town Clerk's Office if applicable per M.G.L. ch.110 §5 (doing business under any title other than the real name of the person, partners, or registered company conducting the business) <http://www.townofchelmsford.us/248/Business-Certificates>
- Complete Application for a License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof (enclosed)
- Complete the applicant portion of the Departmental Review Sheet for Select Board License Applications (enclosed)
- Provide a plan of the property showing number of parking spaces for employees, customers, and vehicles for sale (provide this plan to appropriate departments when obtaining signatures)
- Provide proof of \$25,000 bond filed with the Town [*if required per M.G.L. ch.140 §58*]
- Complete CORI Acknowledgement Form for business owner(s) (enclosed) **Must be notarized OR signed in the presence of Town Manager's Office staff with government-issued identification presented.**

Upon completion of the above steps, **a Public Hearing before the Select Board will be scheduled.**

- A Notice of the Public Hearing will be placed by this office in the local newspaper. The applicant must provide a check payable to the Town of Chelmsford for the ad fee (fee variable)
- Send a copy of the Public Hearing notice within three days after publication via certified US Mail to owners of all property abutting on the premises (list of abutters will be provided)
- Attend hearing before the Select Board and present return receipts from abutter notifications
- Provide completed Workers Compensation Insurance Affidavit (enclosed) [*M.G.L. ch.152 §25C(6)*]
- If applicable, provide Certificate of Insurance for workers compensation [*M.G.L. ch.152 §25C(6)*]
- Complete Tax Compliance Affidavit (enclosed) [*M.G.L. ch.62C §49A*]
- Pay Annual License Fee of \$200

If the applicant has not held a license in the year prior to this application, a duplicate of the application will be filed with the registrar of motor vehicles. [*M.G.L. ch.140 §59*]

Please contact me if you have any questions regarding this process.

James Geraghty  
Operations Assistant  
(978) 244-3302  
[jgeraghty@chelmsfordma.gov](mailto:jgeraghty@chelmsfordma.gov)

THE COMMONWEALTH OF MASSACHUSETTS  
Town of Chelmsford

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE OR  
ASSEMBLE SECOND HAND MOTOR VEHICLES  
OR PARTS THEREOF

---

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a Class I, Class II, Class III (circle one) license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? \_\_\_\_\_

Business address of concern: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Is the above concerned an individual, co partnership, an association or a corporation? \_\_\_\_\_

3. If an individual, state full name and residential address:

\_\_\_\_\_

4. If a co-partnership, state full names and residential addresses of the persons composing it:

Name	Address	City, State, Zip

5. If an association or a corporation, state full names and residential addresses and title of the principal officers:

Title	Name	Address	City, State, Zip
President:			
Treasurer:			
Secretary:			

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? \_\_\_\_\_

If so, is your principal business the buying and selling of second hand motor vehicles? \_\_\_\_\_

Is your principal business that of a motor vehicle junk dealer? \_\_\_\_\_

7. Give a complete description of all the premises to be used for the purpose of carrying on the business:

---

---

---

8. Are you a recognized agent of a motor vehicle manufacturer? \_\_\_\_\_

If so, state name of manufacturer: \_\_\_\_\_

9. Have you a signed contract as required by Section 58, Class I? \_\_\_\_\_

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof?

If so, what city or town? \_\_\_\_\_

Did you receive a license? \_\_\_\_\_ For what year? \_\_\_\_\_

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? \_\_\_\_\_

12. Is this your principal business? \_\_\_\_\_

13. Do you have repair facilities on the premise? \_\_\_\_\_

If not, do you have access to repair facilities sufficient to enable you to satisfy the warranty repair obligations of the so-called "Lemon Law"? \_\_\_\_\_

Provide Name, address and telephone number of the facility that will do repairs.

\_\_\_\_\_

14. Will you be selling and storing vehicles on the premise? \_\_\_\_\_

If not, where will the vehicles be stored? \_\_\_\_\_

15. Will you be selling to the public or just to other car dealers? \_\_\_\_\_

**\*Please provide a copy of a bond or equivalent proof of financial responsibility.**

\*In accordance with MGL, Chapter 140, §58(c)(1) a used car dealer must obtain a bond, or equivalent proof of financial responsibility .....,and continue in effect a surety bond or other equivalent proof of financial responsibility satisfactory to the municipal licensing authority in the amount of \$25,000 executed by a surety company authorized by the insurance department to transact business in the commonwealth.

Sign your name in full \_\_\_\_\_

*Duly authorized to represent the concern herein mentioned*

Residence \_\_\_\_\_

**Important**  
**EVERY QUESTION MUST BE ANSWERED WITH**  
**FULL INFORMATION, AND FALSE STATEMENTS**  
**HEREIN MAY RESULT IN THE REJECTION OF**  
**YOUR APPLICATION OR THE SUBSEQUENT**  
**REVOCAION OF YOUR LICENSE IF ISSUED**

Note: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

APPLICANT WILL NOT FILL THE FOLLOWING BLANKS:

Application after investigation \_\_\_\_\_  
(Approved or Disapproved)

License No. \_\_\_\_\_ granted \_\_\_\_\_ 20\_\_ Fee: \$200.00

SIGNED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

CHAPTER 140 OF THE GENERAL LAWS, TER. ED., WITH AMENDMENTS THERETO (EXTRACT)

**Section 57.** No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles, or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof or allow any property under his control to be used as a place of sale or display of motor vehicles without securing a license as providing in section fifty-nine. This section shall apply to any person engaged in the business of conducting auctions for the sale of motor vehicles, and to any person engaged in the business of leasing or renting motor vehicles and who, as an incident to such business, sells or offers to sell any such lease or rental vehicle to the public. All sales of second-hand motor vehicles or parts thereof made by any person referred to in this section shall be reported weekly to the registrar of motor vehicles on such forms as may be prescribed by him.

**Section 58.** (a) Licenses granted under sections 59 and 59A shall be classified in accordance with subsections (b) to (d), inclusive.  
(b) Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter applicable to holders of licenses of Class 2, except subsection (c), and to rules and regulations made under those provisions; and provided further, that such dealer maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N1/4 of chapter 90, and shall remain liable for all warranty repairs made and other obligations imposed by said section 7N1/4 of said chapter 90.

(c) Class 2. A person whose principal business is the buying or selling of second hand motor vehicles, a person who purchases and displays second hand motor vehicles for resale in retail transactions, and any other person who displays second hand motor vehicles not owned by him pursuant to an agreement in which he receives compensation, whether solely for displaying the vehicles, upon the sale of each vehicle, or otherwise, may be granted a used car dealer's license and shall be subject to the following conditions:

(1) The person shall obtain a bond, or equivalent proof of financial responsibility as described in paragraph (5), and continue in effect a surety bond or other equivalent proof of financial responsibility satisfactory to the municipal licensing authority in the amount of \$25,000 executed by a surety company authorized by the insurance department to transact business in the commonwealth. The bond or its equivalent shall be for the benefit of a person who purchases a vehicle from a Class 2 licensee, and who suffers loss on account of:-

- (i) the dealer's default or nonpayment of valid bank drafts, including checks drawn by the dealer for the purchase of motor vehicles;
- (ii) the dealer's failure to deliver, in conjunction with the sale of a motor vehicle, a valid motor vehicle title certificate free and clear of any prior owner's interests and all liens except a lien created by or expressly assumed in writing by the buyer of the vehicle;
- (iii) the fact that the motor vehicle purchased from the dealer was a stolen vehicle;
- (iv) the dealer's failure to disclose the vehicle's actual mileage at the time of sale;
- (v) the dealer's unfair and deceptive acts or practices, misrepresentations, failure to disclose material facts or failure to honor a warranty claim or arbitration order in a retail transaction; or
- (vi) the dealer's failure to pay off a lien on a vehicle traded in as part of a transaction to purchase a vehicle when the dealer had assumed the obligation to pay off the lien.

(2) Recovery against the bond or its equivalent may be made by any person who obtains a final judgment in a court of competent jurisdiction against the dealer for an act or omission on which the bond is conditioned if the act or omission occurred during the term of the bond. Every bond shall also provide that no suit may be maintained to enforce any liability on the bond unless brought within 1 year after the event giving rise to the cause of action.

(3) The bond or its equivalent shall cover only those acts and omissions described in clauses (i) to (vi), inclusive, of paragraph (1). The surety on a bond shall not be liable for total claims in excess of the bond amount, regardless of the number of claims made against the bond or the number of years the bond remained in force.

(4) A separate bond shall be required for each different name under which the dealer conducts his business and for each city or town in which the dealer has a place of business.

(5) In lieu of the bond required by this section, the municipal licensing authority may allow the dealer to deposit collateral in the form of a certificate of deposit or irrevocable letter of credit, as authorized by the banking laws of the commonwealth, which has a face value equal to the amount of the bond otherwise required. The collateral may be deposited with or executed through any authorized state depository designated by the commissioner. Interest on the certificate of deposit shall be payable to the dealer who has deposited it as collateral, or to a person as the dealer or the certificate may direct.

(6) A surety shall provide to the municipal licensing authority notice of cancellation of the bond within 30 days of the cancellation.

(7) Upon receipt of notification from a surety that a bond has been cancelled, the municipal licensing authority shall notify the licensee that he has 10 days to comply with the bonding requirement. If the licensee does not comply within the 10 day period, the municipal licensing authority shall revoke the Class 2 license and shall notify the registrar who shall suspend or revoke any dealer plate issued to the licensee pursuant to section 5 of chapter 90.

(8) A municipal licensing authority shall not issue or renew a Class 2 license unless it is satisfied that a bond or equivalent proof of financial responsibility meeting the requirements of this section is in effect during the term under which the license shall be issued or renewed, and that the licensee maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N1/4 of chapter 90. A used car dealer shall remain liable for all warranty repairs made and other obligations imposed by said section 7N1/4 of said chapter 90.

(d) Class 3. A person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts may be granted a motor vehicle junk license.

(e) The registrar of motor vehicles, after consulting the office of consumer affairs and business regulation, shall adopt rules and regulations defining sufficient repair facilities for the purposes of subsection (b) and paragraph (8) of subsection (c).

**Section 59.** The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no event shall any such fee be greater than \$200. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant has not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for additions thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No original license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of the property abutting on the premises where such license or permit is proposed to be exercised. Except in the city of Boston, the licensing board or officer may, in its discretion, waive the annual hearing for renewal of a class 3 license. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. In each case where such license is revoked, the licensing board or officer shall forthwith notify the registrar of such revocation. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appeal, and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The parties shall have all rights of appeal as in other cases.



**SELECT BOARD**  
**Town Offices**  
**50 Billerica Road**  
**Chelmsford, MA 01824-2777**

Phone: (978) 250-5202

**DEPARTMENTAL REVIEW SHEET**  
**FOR SELECT BOARD LICENSE APPLICATIONS**

Please complete this form and attach the floor or parking plan, if required. Submit this form with your complete application packet to the Select Board office, and departmental comments will be obtained internally. Departments may request additional information as needed.

*For planning purposes, you may contact any departments prior to completing your application. For any renovations, alterations, or new buildings, a preliminary review with the Building Commissioner is strongly recommended.*

Application Type:

- New License
- Transfer of Existing License

Current Licensee \_\_\_\_\_

- Amendment to Existing License

Amendment Type(s) \_\_\_\_\_

License Type \_\_\_\_\_

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

Premises Address \_\_\_\_\_

Application Contact: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Existing Use of Premises \_\_\_\_\_ Capacity\*\* \_\_\_\_\_

Proposed Use of Premises \_\_\_\_\_ Capacity\*\* \_\_\_\_\_

\*\* Seating capacity for restaurants and number of cars for sale for auto dealers

Do you plan to make any renovations or physical alterations to the premises?

- No  Yes - Proposed Changes \_\_\_\_\_

**\*A preliminary review with the Building Commissioner is strongly recommended\***

- Plans Attached    **-Floor plans** are required for new/transfer Common Victualler & Alcohol licenses and for amendments involving alterations to the premises.  
**-Parking plans** are required for Auto Dealer licenses

**TO BE COMPLETED BY TOWN PERSONNEL ONLY**

Please indicate if your department has any concerns with this Select Board license application, citing specific codes if applicable. You may also note any requirements your department will have from this applicant.

Building Department/ADA – Reviewer Name: \_\_\_\_\_ Date \_\_\_\_\_  
Room LL01 - 8:30 – 10:00 AM or by appointment – 978-250-5225

Notes:

Community Development – Reviewer Name: \_\_\_\_\_ Date \_\_\_\_\_  
Room LL01 – 978-250-5231

Notes:

Board of Health – Reviewer Name: \_\_\_\_\_ Date \_\_\_\_\_  
Room 102 – 978-250-5241

Notes:

Tax Collectors Office – Reviewer Name: \_\_\_\_\_ Date \_\_\_\_\_  
Room 104 – 978-250-5210

Notes:

Fire Prevention Office – Reviewer Name: \_\_\_\_\_ Date \_\_\_\_\_  
Town Offices – Room LL03 – by appointment only 978-244-3361

Notes:

**Only required for applications involving outdoor seating or at the request of other departments:**

Police Department – Reviewer Name: \_\_\_\_\_ Date \_\_\_\_\_  
2 Olde North Rd – by appointment only 978-256-2521 x124

Notes:

**Only required at the request of other departments:**

Department of Public Works – Reviewer Name: \_\_\_\_\_ Date \_\_\_\_\_  
9 Alpha Rd – 978-250-5228

Notes:





**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services 200**  
Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
MASS.GOV/CJIS



**This form is not to be faxed. Please return form to organization .  
Criminal Offender Record Information (CORI)  
Acknowledgement Form**

To be used by organizations conducting CORI checks for employment or licensing purposes.

\_\_\_\_\_ is registered under the  
(Organization)  
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to

\_\_\_\_\_  
(Organization)  
to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing \_\_\_\_\_  
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that \_\_\_\_\_ may conduct  
(Organization)  
subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

\_\_\_\_\_  
*Signature of CORI Subject* \_\_\_\_\_  
*Date*

**The above signature must be witnessed by Town Manager's Office staff, with government-issued identification presented at the time of signature OR the form must notarized.**



**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services**  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
MASS.GOV/CJIS



**SUBJECT INFORMATION**

Please complete this section using the information of the person whose CORI you are requesting.  
The fields marked with an asterisk (\*) are required fields.

\* First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

\* Last Name: \_\_\_\_\_ Suffix (Jr., Sr., etc.): \_\_\_\_\_

Former Last Name 1: \_\_\_\_\_

Former Last Name 2: \_\_\_\_\_

Former Last Name 3: \_\_\_\_\_

Former Last Name 4: \_\_\_\_\_

\* Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

\* Last **SIX** digits of Social Security Number: \_\_\_\_ -- \_\_\_\_  No Social Security Number

Sex: \_\_\_\_\_ Height: \_\_\_\_ ft. \_\_\_\_ in. Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

**Current Address**

\* Street Address: \_\_\_\_\_

Apt. # or Suite: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

**SUBJECT VERIFICATION**

The above information was verified by reviewing the following form(s) of government-issued identification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by:

\_\_\_\_\_  
*Print Name of Verifying Employee*

\_\_\_\_\_  
*Signature of Verifying Employee*

\_\_\_\_\_  
*Date*



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 Lafayette City Center  
 2 Avenue de Lafayette, Boston, MA 02111-1750  
 www.mass.gov/dia

**Workers' Compensation Insurance Affidavit: General Businesses**

**Applicant Information**

**Please Print Legibly**

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

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

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Are you an employer? Check the appropriate box:**

- 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 req.]

**Business Type (required):**

- 5.  Retail
- 6.  Restaurant/Bar/Eating Establishment
- 7.  Office and/or Sales (incl. 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 showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy 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-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Failure to secure coverage as required under § 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 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 (check 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 of 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 or 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 Investigations 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 Investigations 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**  
Lafayette City Center  
2 Avenue de Lafayette,  
Boston, MA 02111-1750

Tel. (857) 321-7406 or 1-877-MASSAFE

Fax (617) 727-7749

[www.mass.gov/dia](http://www.mass.gov/dia)



**SELECT BOARD**  
**Town Offices**  
**50 Billerica Road**  
**Chelmsford, MA 01824-2777**  
**(978) 250-5202 FAX: (978) 250-5252**

## TAX COMPLIANCE AFFIDAVIT

Licensee Name: \_\_\_\_\_  
*(Name of corporate entity or name of sole proprietor or partners)*

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

Premises Address: \_\_\_\_\_

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

\_\_\_\_\_  
Federal Identification Number or Social Security Number  
*(enter the number used when filing taxes for the business)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date





**SELECT BOARD**  
**Town Offices**  
**50 Billerica Road**  
**Chelmsford, MA 01824-2777**

Phone: (978) 250-5202  
 Fax: (978) 250-5252

## Schedule of Fees

Automatic Amusement (each device)	\$100
Billiards (per table)	\$100 first table \$35 each add'l
Auctioneer (yearly)	\$60
Auctioneer (one-day)	\$40
Fortune-Tellers	\$50
Taxi (each vehicle)	TBD
Taxi (each operator)	TBD
Class I Auto (sale of new vehicles)	\$200
Class II Auto (sale of used vehicles)	\$200
Class III Auto (salvage yard ) & \$100 Inspection fee	\$200
License to Store Explosive/Flammable Materials (per Ch.148 s.13):	\$100
Common Victualler	\$100
Entertainment Full 7 day	\$100
Entertainment (Sunday one day)	\$85
Roadside Vendor	\$10
<b><i>Liquor</i></b>	
One-Day License (all alcohol)	\$60
One-Day License (beer & wine)	\$50
Farmer's Market Wine License	\$50
Club (all alcohol)	\$1,000
Package Store (all alcohol)	\$1,800
Package Store (beer & wine)	\$1,200
Restaurant (all alcohol)	\$2,500
Restaurant (beer & wine)	\$1,200
Inn Holder (all alcohol)	\$3,500
Carry-In Alcohol (BYOB) 25% of restaurant beer & wine fee	\$300
Alteration to Liquor License Filing Fee	\$100
New License Filing Fee	\$150