



City of Lawrence *Office of the City Clerk*

TRANSIENT VENDOR LICENSE INSTRUCTIONS and APPLICATION

1. _____ Obtain a current Business Certificate. Applications are available in the City Clerk's Office, 200 Common Street, City Hall, Lawrence, MA [G.L. c. 110, sec. 5];
2. _____ Obtain a current Transient Vendor License issued by the Commonwealth of Massachusetts- submit a copy with the application. Contact the Division of Standards for the Commonwealth of Massachusetts to apply and obtain a Transient Vendor License. Contact the Division of Standards [617] 727-3480; [Ord. Sec. 5.52.050][G.L. c. 101, sec. 3] [Ord. Sec. 5.52.050];
3. _____ Contact the Lawrence Police Department, 90 Lowell Street, Lawrence, MA [978-794-5900 – Ext. 584] to complete fingerprinting [See; Ord. Sec. 5.80.030];
4. _____ Submit a completed Tax Assessment from the Tax Assessor's Office, 200 Common Street, City Hall, Lawrence, MA [Ord. Sec. 5.52.050];
5. _____ Complete the Tax Verification Form to verify any outstanding taxes or betterments due; [Ord. Secs. 3.08.110, 5.04.080 and G.L. c.40, Sec 57];
6. _____ Contact the Inspectional Services Department, 200 Common Street, City Hall, Lawrence, MA to obtain any and all food permits and inspections if necessary. All food permits and inspections must be completed by the Lawrence Inspectional Services before a license issues;
7. _____ Once the application is completed return the application and all forms to the Office of the City Clerk to schedule a hearing before the Lawrence City Council [Ord. Sec. 5.52.050];
8. _____ Upon approval by the City Council, the license is available upon payment of the amount assessed by the Tax Assessor [Ord. Sec. 5.52.050];

NOTE: Employees of Vendors (if any) MUST each file an application and be approved in order to operate as a Transient Vendor or as an employee of an licensed Transient Vendor.

ALL LICENSES EXPIRE ON DECEMBER 31ST

ANY TEMPORARY LICENSE ISSUED WILL EXPIRE UNLESS PERMANENT APPROVAL BY THE CITY COUNCIL IS OBTAINED



City of Lawrence Office of the City Clerk

TRANSIENT VENDOR LICENSE APPLICATION & PETITION

[City Ordinance Sec. 5.52-G.L. c. 101]

(PLEASE PRINT OR TYPE)

Date: _____

Applicant [name]: _____

Date of Birth: _____ Place of Birth: _____

Home Address: _____ City _____ State _____

Home Tel. Num: _____ Fax Number: _____ E-Mail _____

Business Name: _____

Bus. Address: _____ City _____ State _____

Bus. Tel. Num: _____ Fax Number: _____ E-Mail _____

Name of Business Owner: _____

Address of Bus. Owner: _____ City _____ State _____

Bus. Owner Tel: _____ Fax Number: _____ E-Mail _____

Description of goods or items for sale: _____

Value of inventory/goods for sale: \$ _____

Hours & Days of Operation: _____

Please provide a description of the method of sales to be used [ie: door-to-door sales, street vending, etc]:

USE OF FLAMABLES OR ELECTRICAL SERVICE:

Will sales involve the use of Flammables or Electric Service of any kind: [YES/NO]

***IF YES - FIRE DEPARTMENT INSPECTION AND APPROVAL IS REQUIRED.**

***MULTIPLE VEHICLES OR VENDING STATIONS - A SEPARATE APPLICATION FOR EACH VEHICLE OR VENDING STATION IS REQUIRED.**

***EMPLOYEES OF "TRANSIENT VENDORS": ARE NOT AUTHORIZED TO WORK AS "EMPLOYEES" OF "TRANSIENT VENDOR LICENSE" HOLDERS. EACH INDIVIDUAL ENGAGED IN VENDING IS REQUIRED TO OBTAIN A "TRANSIENT VENDOR LICENSE".**



Lawrence Police Department

90 Lowell Street
Lawrence, MA 01840

Telephone: (978) 794-5900

Fax: (978) 794-5915

FINGERPRINTING CORI LAWRENCE POLICE DEPARTMENT

DATE: ____ / ____ / ____

Applicant's Name: _____

All vendors and employees operating under this license must be fingerprinted and obtain a CORI review by the Lawrence Police Department

----- FOR POLICE OFFICAL USE ONLY -----

Please check all that apply

- A Public Safety Review has been completed on the applicant and each employee identified by the applicant for this license.
- CORI Review of applicant and each employee completed.
- Fingerprints for applicants and each employee competed.
- Other: _____

THE FOLLOWING FEES MUST BE COLLECTED IN A FORM OF MONEY ORDER ONLY

A MONEY ORDER in the amount of \$30.00 Date collected: ____ / ____ / ____
Payable to: COMMONWEALTH OF MA

Public Safety Review Fee of \$70.00 Date collected: ____ / ____ / ____
Payable to: THE CITY OF LAWRENCE

APPLICATION: APPROVED DENIED

COMMENTS:

Authorized by: _____
Lawrence Police Department Representative

DATE: ____ / ____ / ____



**City of Lawrence
Office of the City Clerk**

**TRANSIENT VENDOR LICENSE
FIRE DEPARTMENT SAFETY REVIEW
[Transient Vendor ONLY]
[City Ordinance Sec. 5.52]**

Applicant Name: _____
(please print or type)

FIRE DEPARTMENT USE ONLY

DATE OF INSPECTION: _____

(please check all that apply)

- FLAMMABLE SAFETY INSPECTION COMPLETED AND APPROVED;**
- ELECTRICAL SAFETY INSPECTION COMPLETED AND APPROVED;**
- SAFETY INSPECTION FAILED [PLEASE STATE REASON(S) BELOW];**

COMMENTS: _____

FIRE DEPARTMENT INSPECTON COMPLETED BY:

Authorized Lawrence Fire Department Official

date



**City of Lawrence
Office of the City Clerk**

**TRANSIENT VENDOR LICENSE
FOOD PERMITS AUTHORIZATION
[Transient Vendor ONLY]**

Applicant Name: _____
(please print or type)

INSPECTIONAL SERVICES USE ONLY

DATE OF REVIEW: _____

(please check all that apply)

All necessary Food Permits and inspections have been completed AND approved;

Additional Inspections required;

COMMENTS: _____

AUTHORIZATION:

Authorized Inspectional Services Official

date



City of Lawrence
Office of the City Clerk
TRANSIENT VENDOR LICENSE
TAX ASSESSOR APPROVAL FORM
[Transient Vendor ONLY]
[City Ordinance Sec. 5.52]

Applicant Name: _____
(please print or type)

TAX ASSESSOR USE ONLY

The City Tax Assessor has reviewed the average value of the goods/inventory offered for sale by the petitioner as stated by the petition and sets the tax assessed to be in the amount of \$ _____. [not less than \$50.00][See; Ord. Sec. 5.52.050].

***FEE TO BE COLLECTED BY CITY CLERK UPON ISSUANCE OF LICENSE.**

 Tax Assessor/Staff

 date

COMMENTS: _____



CITY OF LAWRENCE LICENSE APPLICATION

[TAX ASSESSMENT AND VERIFICATION FORM]

**CITY ORDINANCE: 3.08.110 AND 5.04.080
& G.L. C. 40, SEC. 57 COMPLIANCE LIST**

ALL PAYMENTS REQUIRED BEFORE ISSUANCE OF PERMITS OR LICENSES (Please print)

Name of Applicant

Applicant's current Address

Applicant's Telephone No.

City State, Zip

Property Owner's Name

Property Owner's Address

Owner's Telephone No.

City State, Zip

DO YOU OWN OTHER PROPERTIES IN THE CITY OF LAWRENCE? YES NO
Please list below

List of Applicant's Other Properties *(Must attach Assessor's print out of all applicant's properties)*

Address Map and Lot

Address Map and Lot

Address Map and Lot

More space needed - See attached list. Attachment must be signed and dated and stamped by City departments

_____ *Applicant's Signature*

I declare under the pains and penalties of Perjury that the statements made on this application are true and correct. I also certify that all information herein is true and complete. I understand that any misleading or incorrect statements render this application void and can be grounds for revocation of permit or license. I have not knowingly and willfully made false statements or included false documents in support of this application or permit

Tax Collector's Stamp

(Taxes
Demolition
Liens)

Tax Collector's Staff Name

Signature

Date

Water Department's Stamp

(Water &
Sewer)

Water Department's Staff Name

Signature

Date

Inspectional Services' Stamp

(Trash
Tickets,
etc...)

Inspectional Services Staff Name

Signature

Date

This sign off list must be attached to all permits or license applications.

All sign off must include department stamps, signatures and dates.

PHOTOCOPIES WILL NOT BE ACCEPTED.

Lawrence City Ordinance 3.08.110- Payments due prior to issuance of licenses or permits.

A. The city shall deny any application for and shall revoke or suspend any license or permit, including renewals and transfers, issued by any board, officer or department for any person, corporation or business enterprise who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.

B. This section shall be administered in accordance with General laws, chapter 40, section 57, as amended from time to time.

(Ord. dated 8/2/95: prior code § 25-11)

Lawrence City Ordinance 5.04.080 - Denial, revocation, or suspension of licenses and permits for failure to pay municipal taxes or charges.

A. The tax collector shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a 12-month period, and that such party has not filed in good faith a pending application for an abatement of such tax of a pending petition before the appellate tax board.

B. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than 14 days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the license authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the municipality as the date of issuance of said certificate. *Ord. dated 5/3/05)*

Massachusetts General Laws (MGL) Ch 40, Section 57. - For full language of this law visit <http://www.malegislature.gov/Laws/Search>.