



Deborah A. Clayman  
City Clerk

**City of Chelsea**  
LICENSING COMMISSION  
City Hall, 500 Broadway  
Chelsea, MA 02150

Telephone: 617-466-4050  
Fax: 617-466-4059  
dclayman@chelseama.gov

## **ALCOHOLIC BEVERAGE LICENSE PROCEDURES AND GUIDELINES**

This document has been compiled in an effort to provide guidance and assist you with alcoholic beverage license procedures.

A careful reading and review of these guidelines and procedures, as outlined, will lead to a proper and complete application package and quicker license and permit approval.

Should you have any questions, please feel free to contact me at 617-466-4050.

  
\_\_\_\_\_  
Deborah A. Clayman  
City Clerk

**GENERAL INSTRUCTIONS**  
**FOR LIQUOR LICENSE APPLICATION**

Answers to questions must be complete and accurate. All forms must be signed by the appropriate parties. Failure to provide legible, accurate and complete information may be cause for rejection of your application by the Chelsea Licensing Commission and/or Alcoholic Beverages Control Commission.

The Chelsea Licensing Commission must publish, at the applicant's expense, a notice of the application in the Chelsea Record. The Chelsea Licensing Commission will hold a hearing on the license application no sooner than 10 days after that notice.

Within three days after publication of the notice, the applicant, or someone on his/her behalf, must send a copy of the published notice by registered mail to each person appearing on the assessors list of abutters to the premises to be licensed.

**IF THE PROPOSED PREMISES IS WITHIN 500 FEET OF A CHURCH, HOSPITAL OR SCHOOL,** a copy of the published notice must be sent, by registered mail, to any church, hospital or school within a radius of 500 feet of the premises to be licensed. Innholder applicants and applicants for premises located 10 or more floors above street level are not required to send such notice. The notice must state that a written objection by the governing body of the school or church must be filed with the Chelsea Licensing Commission to oppose the issuance of this license. The applicant must file an affidavit and an attested copy of the notice mailed with the Chelsea Licensing Commission.

*If notice was not sent to any abutter or school, church or hospital, as required, and there is a written complaint to the Chelsea Licensing Commission or ABCC to that effect, the license may be canceled.*

## IMPORTANT INFORMATION FOR ALL PARTIES

Approval of an application by the Chelsea Licensing Commission is only the first step in the license process. The second step is approval by the ABCC. If the ABCC approves, the final step is issuance by the Chelsea Licensing Commission. Until and unless a license is issued, the new owner may not take part in the operation of the premises other than as a salaried employee and the old owner, if any, is still liable for the operation of the premises.

Before approving most applications involving an ownership change of a license, the Department of Revenue (DOR) will research the tax history of the current and new owners for all types of taxes, including sales, meals, withholding, corporate excise, room occupancy and personal income taxes, if applicable. Please do not submit any documentation or information to DOR until you have applied to the ABCC and have been contacted by an employee of DOR. The ABCC will not approve the license until DOR signs off. It is up to the parties, not the ABCC, to resolve tax questions.

The ABCC will have an investigator meet with or telephone the applicant to ask certain information about the application, including but not limited to the people involved and the financing. It is important that the parties respond promptly to investigators' inquiries. **Failure to do so will result in denial of the application.**

Operation by the applicant before final approval can have serious results, including denial of the application or revocation of the existing license, if any. In certain circumstances, it can also lead to possible criminal and civil liability.

**MATRIX FOR LIQUOR LICENSE TRANSACTIONS**  
 \* Newspaper Notice is Published and Provided by City of Chelsea

**Change of License**  
 Monetary Transmittal Form  
 Newspaper Notice \*  
 Petition for Transfer of Ownership  
 Retail Application  
 Applicant's Statement  
 Art/Organization  
 Legal Right to Occupy  
 Manager's Form  
 Personal Information Form  
 Purchase & Sale of Business  
 Supporting Financial Records  
 Vote of Corporation Board  
 Acknowledgement Form  
 ABCC Cori Form  
 City Cori Form  
 \$200 ABCC Fee  
 \$225 City Fee

**Change of Stock**  
 Monetary Transmittal Form  
 Petition for Change of License  
 Pledge Agreement  
 Promissory Note  
 Supporting Financial Records  
 Vote of Corporate Board  
 \$200 ABCC Fee  
 \$25 City Fee

**Change of License**  
 Monetary Transmittal Form  
 Petition for Change of License  
 Pledge Agreement  
 Promissory Note  
 Supporting Financial Records  
 Vote of Corporate Board  
 \$200 ABCC Fee  
 \$25 City Fee

**Change of License Type**  
 Monetary Transmittal Form  
 Newspaper Notice \*  
 Petition for Change of License  
 Vote of Corporation Board  
 \$200 ABCC Fee  
 \$25 City Fee

**New Officers/Directors**  
 Monetary Transmittal Form  
 Petition for Transfer of Ownership  
 Retail Application  
 Applicant's Statement  
 Personal Information Form  
 Statement of Change to Art/Org  
 Vote of Corporate Board  
 ABCC CORI Form  
 City CORI Form  
 \$200 ABCC Fee  
 \$225 City Fee

**New Stockholders**  
 Monetary Transmittal Form  
 Newspaper Notice \*  
 Petition for Transfer of Ownership  
 Retail Application  
 Applicant's Statement  
 Personal Information Form  
 Supporting Financial Records  
 Vote of Corporate Board  
 Acknowledgement Form  
 ABCC Cori Form  
 City Cori Form  
 \$200 ABCC Fee  
 \$225 City Fee

**Transfer of Interest in Stock**  
 Monetary Transmittal Form  
 Newspaper Notice \*  
 Petition for Transfer of Ownership  
 Retail Application  
 Applicant's Statement  
 Personal Information Form  
 Purchase & Sale Agreement  
 Supporting Financial Records  
 Vote of Corporate Board  
 Acknowledgement Form  
 ABCC Cori Form  
 City Cori Form  
 \$200 ABCC Fee  
 \$225 City Fee

**Change of Company Name**  
 Monetary Transmittal Form  
 Petition for Change of License  
 Amended Art. Of Organization  
 Vote of Corporate Board  
 \$200 ABCC Fee  
 \$25 City Fee

**New License**  
 Monetary Transmittal Form  
 Newspaper Notice \*  
 Abutter Notification  
 Retail Application  
 Applicant's Statement  
 Art/Organization  
 Floor Plans  
 Legal Right to Occupy  
 Manager's Form  
 Personal Information Form  
 Supporting Financial Records  
 Vote of Corporate Board  
 Acknowledgement Form  
 ABCC Cori Form  
 City Cori Form  
 \$200 ABCC Fee  
 \$225 City Fee

**Change of Manager**  
 Monetary Transmittal Form  
 Petition for Change of License  
 Manager's Form  
 Personal Information Form  
 Vote of Corporate Board  
 Acknowledgement Form  
 City Cori Form  
 \$200 ABCC Fee  
 \$50 City Fee

**Change of Board**  
 No Fee Transmittal Form  
 Petition for Change of License  
 Business Certificate  
 Vote of Corporate Board

**Charity Wine License**  
 No Fee Transmittal Form  
 Charity Wine License Application  
 Certificate of Good Standing from MA Secretary of State  
 Certificate of Solicitation from Attorney General's Office  
 Letter of Consent from Section 12 Licensee, if needed

**Change of License**  
 Monetary Transmittal Form  
 Newspaper Notice \*  
 Abutter Notice  
 Petition for Change of License  
 Floor Plan  
 Legal Right to Occupy, if needed  
 Supporting Financial Records  
 Vote of Corporate Board  
 \$200 ABCC Fee  
 \$25 City Fee

**Change of Location**  
 Monetary Transmittal Form  
 Newspaper Notice \*  
 Abutter Notice  
 Petition for Change of License  
 Floor Plans  
 Legal Right to Occupy  
 Supporting Financial Records  
 Vote of Corporate Board  
 \$200 ABCC Fee  
 \$25 City Fee

**Change of Hours**  
 No Fee Transmittal Form  
 Vote of Corporate Board

**DOCUMENTS NECESSARY TO PROCESS**  
**LIQUOR LICENSE TRANSACTIONS**

This application package is valid for all types of alcoholic beverages license transactions. In addition to required City of Chelsea application forms, YOU MUST ALSO COMPLETE ALL REQUIRED ABCC'S FORMS ON-LINE AT [www.mass.gov/abcc](http://www.mass.gov/abcc) and submit your application in its entirety to the Chelsea Licensing Commission at the Office of the City Clerk, Attn: Deborah A. Clayman, City Clerk, 500 Broadway, Chelsea, MA 02150.

- If you intend to offer on-premises dining, you must complete a Common Victualer License application (Attachment C).
- If you intend to offer lodging, you must complete an Innholder/Rooming House License application (Attachment D).
- If you intend to offer entertainment (performers, entertainers, dancing, films, TVs, DJs, live music, etc.) you must complete an Amusement/Entertainment License application (Attachment E).

**LICENSE FEES**

In addition to applicable application fees, prior to issuance of an alcoholic beverage license, the following applicable annual license fee must be paid to the City of Chelsea:

- |   |            |
|---|------------|
| • Sec. 12 On Premise/All Alcoholic      | \$4,500.00 |
| • Sec. 12 On Premise/Wines and Malt     | 1,800.00   |
| • Sec. 12 Innholder/All Alcoholic       | 4,500.00   |
| • Sec. 12 Club/All Alcoholic            | 1,300.00   |
| • Sec. 15 Retail Package/All Alcoholic  | 2,000.00   |
| • Sec. 15 Retail Package/Wines and Malt | 1,600.00   |

## NEW LICENSE

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Manager Application *(online)*.
- H. ABCC Cori Request Form *(online)*.
- I. Affidavit of Notice of Mailing to Abutters and Others *(online)*.

For purposes of liquor license applications (MGL, c. 138, s. 15A), an abutter is a person whose property directly touches the proposed premises, not someone across the street.

Churches, synagogues, hospitals and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.

- J. City Chelsea Cori Request Form (Attachment A).
- K. City of Chelsea Acknowledgement Form (Attachment B).

## TRANSFER OF LICENSE

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Manager Application *(online)*.
- H. ABCC Cori Request Form *(online)*.
- I. ABCC Petition for Transfer of Ownership *(online)*.
- J. Affidavit of Notice of Mailing to Abutters and Others *(online)*.

For purposes of liquor license applications (MGL, c. 138, s. 15A), an abutter is a person whose property directly touches the proposed premises, not someone across the street.

Churches, synagogues, hospitals and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.

- K. City Chelsea Cori Request Form (Attachment A).
- L. City of Chelsea Acknowledgement Form (Attachment B).

**NEW OFFICERS/DIRECTORS**

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Cori Request Form *(online)*.
- H. ABCC Petition for Transfer of Ownership *(online)*.
- I. City Chelsea Cori Request Form (Attachment A).
- J. City of Chelsea Acknowledgement Form (Attachment B).

### **PLEDGE OF LICENSE**

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.

### **PLEDGE OF STOCK**

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.

### **NEW STOCKHOLDERS**

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Cori Request Form *(online)*.
- H. ABCC Petition for Transfer of Ownership *(online)*.
- I. City Chelsea Cori Request Form (Attachment A).
- J. City of Chelsea Acknowledgement Form (Attachment B).

### TRANSFER/ISSUANCE OF STOCK

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Cori Request Form *(online)*.
- H. ABCC Petition for Transfer of Ownership *(online)*.
- I. City Chelsea Cori Request Form (Attachment A).
- J. City of Chelsea Acknowledgement Form (Attachment B).

### CHANGE OF CORPORATE NAME

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- B. ABCC Monetary Transmittal Form *(online)*.
- C. ABCC Petition for Change of License *(online)*.

## CHANGE OF MANAGER

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$50 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.
- E. ABCC Personal Information Form *(online)*.
- F. ABCC Cori Request Form *(online)*.
- G. ABCC Manager Application *(online)*.
- H. City Chelsea Cori Request Form (Attachment A).
- I. City of Chelsea Acknowledgement Form (Attachment B).

## ALTERATION OF PREMISES

*Alteration is defined as any increase or decrease in the size or change in character of the licensed premises or changes in the entrance/exit locations.*

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.
- E. Affidavit of Notice of Mailing to Abutters and Others *(online)*.

For purposes of liquor license applications (MGL, c. 138, s. 15A), an abutter is a person whose property directly touches the proposed premises, not someone across the street.

Churches, synagogues, hospitals and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.

## CHANGE OF D/B/A (doing business as)

- A. ABCC Monetary Transmittal Form *(online)*.
- B. ABCC Petition for Change of License *(online)*.

## CHANGE OF HOURS

- A. ABCC Monetary Transmittal Form *(online)*.

### CHANGE OF LOCATION

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.
- E. Affidavit of Notice of Mailing to Abutters and Others *(online)*.

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- F. ABCC Financial Information Form *(online)*.

### CHANGE LICENSE TYPE

*An example of this transaction is changing a section 12 license from one type to another (i.e. restaurant to innholder).*

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.



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LICENSING COMMISSION  
City Hall, 500 Broadway  
Chelsea, MA 02150

**GHELL  
G**

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**CORI REQUEST FORM**

City of Chelsea Licensing Commission has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant for the position of \_\_\_\_\_, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**APPLICANT INFORMATION**  
(Please Print)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Maiden Name or Alias (If Applicable)

\_\_\_\_\_  
Place of Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number  
(Requested but not required)

\_\_\_\_\_  
Mother's Maiden Name

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

Former Addresses: \_\_\_\_\_

Sex \_\_\_\_\_ Height \_\_\_\_\_ Ft. \_\_\_\_\_ In. Weight \_\_\_\_\_ Eye Color \_\_\_\_\_

State Driver's License Number: \_\_\_\_\_

**The above information was verified by reviewing the following form of government issued photographic identification:** \_\_\_\_\_

Requested by: \_\_\_\_\_  
Signature of CORI Authorized Employee

## ACKNOWLEDGEMENT FORM

I hereby state that all information provided on this application is true and accurate and I understand that any information that is found to be false or misleading may result in the forfeiture of the applicable license. The issuance of the requested license will be subject to all terms, conditions and limitations set forth in the Ordinances of the City of Chelsea, any applicable State and Federal laws, and any conditions prescribed by the City of Chelsea.

Applicant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

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



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City Hall, 500 Broadway  
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COMMON VICTUALER LICENSE APPLICATION

- 1) If corporation, name of corporation (submit copy of Articles of Organization) \_\_\_\_\_
- 2) Business Name \_\_\_\_\_
- 3) Business Address \_\_\_\_\_
- 4) Business Telephone # \_\_\_\_\_
- 5) Seating Capacity \_\_\_\_\_
- 6) Hours of Operation \_\_\_\_\_
- 7) Type of Menu (Brief Description) \_\_\_\_\_  
\_\_\_\_\_
- 8) Owner \_\_\_\_\_
- 9) Date of Birth \_\_\_\_\_ Social Security No \_\_\_\_\_
- 10) Home Address \_\_\_\_\_
- 11) Home Telephone Number \_\_\_\_\_
- 12) If owner is a corporation, state the following information for the principal officers:
  - Name of President \_\_\_\_\_
  - Social Security # \_\_\_\_\_ D/Birth \_\_\_\_\_
  - Home Address \_\_\_\_\_
  - Home Telephone # \_\_\_\_\_
  - Name of Secretary \_\_\_\_\_
  - Social Security # \_\_\_\_\_ D/Birth \_\_\_\_\_
  - Home Address \_\_\_\_\_
  - Home Telephone # \_\_\_\_\_
  - Name of Treasurer \_\_\_\_\_
  - Social Security # \_\_\_\_\_ D/Birth \_\_\_\_\_
  - Home Address \_\_\_\_\_
  - Home Telephone # \_\_\_\_\_
  - Name of Clerk \_\_\_\_\_
  - Social Security # \_\_\_\_\_ D/Birth \_\_\_\_\_
  - Home Address \_\_\_\_\_
  - Home Telephone # \_\_\_\_\_

- 13) Manager of establishment \_\_\_\_\_
- 14) Manager's social security # \_\_\_\_\_
- 15) Manager's date of birth \_\_\_\_\_
- 16) Home address of manager \_\_\_\_\_
- 17) Home telephone \_\_\_\_\_
- 18) Did you or any member of the above establishment/corporation have any criminal convictions? If so, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
 Federal ID Number

\_\_\_\_\_  
 Date

=====

I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
 Federal ID or Social Security #

\_\_\_\_\_  
 Date

**ALL QUESTIONS MUST BE ANSWERED. ANY FALSIFICATION OF THE FOREGOING INFORMATION WILL LEAD TO IMMEDIATE DENIAL/REVOICATION.**

Return completed application to Deborah A. Clayman, City Clerk, City Hall, 500 Broadway, Room 209, Chelsea, MA 02150, with the following:

- 1) Application fee (non-refundable) in the amount of \$50, payable to City of Chelsea by check or money order only (not applicable for renewals);
- 2) Copy of certificate of occupancy and/or application for certificate of occupancy, and if applicable, Articles of Organization and/or d/b/a certificate (not applicable for renewals);
- 3) Certificate of Good Standing from the Massachusetts Department of Revenue.

Upon receipt of application, public hearing will be scheduled (not applicable for renewals).

Upon approval of application, applicant is required to submit the following:

- 1) License fee in the amount of \$100, payable to City of Chelsea by check or money order only;
- 2) A certificate of insurance showing workers compensation insurance in effect as of the date of issuance of a license or complete and return the enclosed Certificate of Compliance.

CERTIFICATE OF COMPLIANCE  
PROVIDING COMPLIANCE WITH THE WORKERS COMPENSATION ACT

*Section 25C of Chapter 152 of Massachusetts Laws requires that every local licensing authority shall withhold the issuance or renewal of a license or permit to operate a business or to construct a building(s) in the Commonwealth until it has received acceptable evidence of compliance with Workers Compensation Insurance coverage required by law.*

As a person or company seeking renewal of a license, you must submit with your application, a certificate of insurance showing workers compensation insurance in effect as of the date upon which renewal of a license is requested.

In certain circumstances, listed below, workers compensation insurance is not required. If one of the following situations applies to you, please check off the appropriate exemption and sign the statement where indicated before a Notary Public, who will then notarize the sworn statement:

- ( ) I am self employed and have no employees who work for me, and perform all the work of my business, at Chelsea, Massachusetts, myself. Therefore, I am not required to obtain workers compensation insurance.
- ( ) I and \_\_\_\_\_ are the owners of the business \_\_\_\_\_, at Chelsea, Massachusetts, and we have no employees. Therefore, we are not required to obtain workers compensation insurance.

I certify that the above is true and correct under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

COMMONWEALTH OF MASSACHUSETTS

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared the above named person(s) whose name is signed above, and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

(seal)

Identification presented: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Commission Expires: \_\_\_\_\_



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**LICENSING COMMISSION**  
 City Hall, 500 Broadway  
 Chelsea, MA 02150

Deborah A. Clayman  
 City Clerk

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 dclayman@chelseama.gov

APPLICATION FOR ROOMING HOUSE LICENSE

- 1) Name of rooming house: \_\_\_\_\_
- 2) Street and number: \_\_\_\_\_
- 3) # of floors: \_\_\_\_\_ # of rooms: \_\_\_\_\_ # of lodgers: \_\_\_\_\_
- 4) Owner: \_\_\_\_\_
- 5) D/Birth: \_\_\_\_\_ Social Security No: \_\_\_\_\_
- 6) Home address: \_\_\_\_\_
- 7) Home telephone: \_\_\_\_\_
- 8) Business telephone: \_\_\_\_\_
- 9) If owner is a corporation, state the following information for the principal officers:
  - Name of President \_\_\_\_\_
  - Social Security # \_\_\_\_\_ D/Birth \_\_\_\_\_
  - Home Address \_\_\_\_\_
  - Home Telephone # \_\_\_\_\_
  - Name of Secretary \_\_\_\_\_
  - Social Security # \_\_\_\_\_ D/Birth \_\_\_\_\_
  - Home Address \_\_\_\_\_
  - Home Telephone # \_\_\_\_\_
  - Name of Treasurer \_\_\_\_\_
  - Social Security # \_\_\_\_\_ D/Birth \_\_\_\_\_
  - Home Address \_\_\_\_\_
  - Home Telephone # \_\_\_\_\_
  - Name of Clerk \_\_\_\_\_
  - Social Security # \_\_\_\_\_ D/Birth \_\_\_\_\_
  - Home Address \_\_\_\_\_
  - Home Telephone # \_\_\_\_\_
- 10) Manager of rooming house: \_\_\_\_\_
- 11) Manager's social security #: \_\_\_\_\_
- 12) Home address of manager: \_\_\_\_\_

13) Home telephone: \_\_\_\_\_ Business telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
Date

=====

I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Federal ID or Social Security #

\_\_\_\_\_  
Date

Return completed application to Deborah A. Clayman, City Clerk, City Hall, 500 Broadway, Room 209, Chelsea, MA 02150, along with the following:

- 1) Application fee (non-refundable) in the amount of \$50, payable to the City of Chelsea by check or money order only (not applicable for renewals);
- 2) Copy of Business Certificate or Articles of Organization;
- 3) Certificate of Good Standing from the Massachusetts Department of Revenue;
- 4) Certificate of occupancy or application for same.

Upon receipt of completed application, a public hearing will be scheduled by the Licensing Commission. Upon approval of application, applicant will be required to pay the following license fee annually, payable to the City of Chelsea by check or money order only:

- a) \$75 (1 - 9 rooms), or
- b) \$150 (10 and more rooms)

The license applied for, if granted, cannot be sold, transferred or surrendered without the authority of the Chelsea Licensing Commission.



Deborah A. Clayman  
City Clerk

**City of Chelsea**  
OFFICE OF THE CITY CLERK  
City Hall, 500 Broadway  
Chelsea, MA 02150

Telephone: 617-466-4050  
Fax: 617-466-4059  
dclayman@chelseama.gov

**AMUSEMENT/ENTERTAINMENT  
LICENSE APPLICATION**

I, \_\_\_\_\_ (manager or owner), of  
\_\_\_\_\_ (establishment/organization),  
hereby apply for an Amusement/Entertainment License for the licensing  
period of \_\_\_\_\_, 20\_\_, through \_\_\_\_\_, 20\_\_, at  
the premises located at \_\_\_\_\_, in  
Chelsea, MA, during the hours of \_\_\_\_\_, to  
cover the following:

- \_\_\_\_\_ Jukebox      \_\_\_\_\_ Radio      \_\_\_\_\_ TV      \_\_\_\_\_ Live Band
- \_\_\_\_\_ Karaoke      \_\_\_\_\_ Disc Jockey      \_\_\_\_\_ Use of Amplification
- \_\_\_\_\_ Dancing by Entertainers/Performers      \_\_\_\_\_ Dancing by Patrons
- \_\_\_\_\_ Floor Show      \_\_\_\_\_ Light Show      \_\_\_\_\_ Theatrical Exhibition/Movies
- \_\_\_\_\_ Number of Billiard Table(s)      \_\_\_\_\_ Number of Pool Table(s)

Are tables owned by the petitioner? Yes \_\_\_\_\_ No \_\_\_\_\_

If not owned by the petitioner, list the owner, social security number and business address, and telephone number of owner:

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

\_\_\_\_\_ Number of Video Amusement Device(s) (Provide the following information for each amusement device. Use separate piece of paper, if necessary.)

Name of Amusement Device \_\_\_\_\_

\_\_\_\_\_ Purchased \_\_\_\_\_ Leased

Serial Number of Device \_\_\_\_\_

Model Number of Device \_\_\_\_\_

Manufacturer \_\_\_\_\_

Manufacturer Address and Telephone \_\_\_\_\_

Owner of Device \_\_\_\_\_

Owner's Address \_\_\_\_\_

\_\_\_\_\_ Other (give detailed description/explanation) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will requested entertainment/amusement be accessible to all ages of the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, explain: \_\_\_\_\_

\_\_\_\_\_

Will requested entertainment/amusement expose to view any portion of the public area, anus, genitals, or female breast below the top of the areola, or any simulation of these areas? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

It is understood that consideration of this application will be in accordance with the provisions of chapter 140, sec. 177a, and/or sec. 183a, of the Massachusetts General Laws.

It is further understood that only automatic amusement devices approved by the Commonwealth of Massachusetts, Division of Standards, Executive Office of Consumer Affairs, will be licensed if this application is approved.

It is agreed that no person, business or organization owning, supervising or maintaining amusement devices potentially licensed under this application shall be protected, or be entitled to, immunity from prosecution, and/or license revocation, if said amusement devices are used, or allowed to be used, for gambling, gaming or any element of chance...and/or if any financial consideration, direct or indirect, is related to the operation and/or playing of said amusement devices.

*I hereby state that all information provided on this application is true and accurate, and I understand that any information that is found to be false or misleading may result in the forfeiture of this license.*

\_\_\_\_\_  
Signature of Manager/Owner

\_\_\_\_\_  
Contact Telephone Number

\_\_\_\_\_  
Federal ID Number

\_\_\_\_\_  
Date of Application

Return application to Deborah A. Clayman, City Clerk, City Hall, 500 Broadway, Room 209, Chelsea, MA 02150, with the following:

- 1) Application fee (non-refundable) in the amount of \$50 (check or money order only, payable to City of Chelsea);
- 2) Photo or picture of requested amusement device(s);
- 3) Hand drawn floor plan (drawn to scale) of proposed location of areas of amusement/entertainment;
- 4) Certificate of Good Standing from the Massachusetts Department of Revenue.

Upon receipt of application, public hearing will be scheduled by the Licensing Commission (**not applicable for renewals**).