



## CITY OF PITTSFIELD

Licensing Board, City Hall, 70 Allen Street, Room 103,  
Pittsfield, MA 01201, (413) 499-9363 Fax (413) 499-9463

### GIVE APPLICANT A COPY OF CHAPTER 10 (JUNK DEALERS & WASTE COLLECTORS)

#### Instructions for completing application:

#### TYPE OF LICENSE: CLASS III AUTO DEALER (JUNK)

**Completed application must be submitted at least fifteen (15) days prior to date of hearing. Applications submitted without all the required documentation will not be accepted.**

1. Obtain a Federal Identification (FID) Number from Internal Revenue Service located at 333 East Street, Pittsfield: (413) 499-2206.
2. If new business or new ownership: File with Assessor's Office for personal property taxes and file business certificate (doing business as) in City Clerk's office for \$25.00.
3. Submit completed application, zoning verification from building inspector that premises are properly zoned for auto dealer sales, a copy of floor plan and plot plans signed by Building Inspector and Fire Department.
4. If the applicant does not own premises, submit a letter from the owner granting permission to operate an auto lot.
5. **A Public hearing is required and a legal notice must be published. Please include a check in the amount of \$13.50, payable to the Pittsfield Gazette to be submitted with application.** A hearing will be scheduled at next licensing board meeting following receipt of application. Legal ad must be published at least ten (10) days prior to hearing.
6. Applicant must notify abutters of premises, within three (3) days of publication of legal ad, by certified mail, return receipt requested. Affidavit of such mailing to be filed with this office together with return certified receipt(s) and copy of legal notice attached. An abutter is a person whose property directly touches the proposed premises and within 300 feet of premises. **It is recommended that the applicant also notify all tenants of building proposed business is located by first class mail or hand deliver.**
7. Proof of workmen's compensation must be submitted when picking up the license.

FEES: CLASS III \$50.00 – Make checks payable to the City of Pittsfield

*License period runs January 1 – December 31*



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**APPLICATION FOR CLASS III AUTO DEALER'S LICENSE**

**Business Information:**

Name: \_\_\_\_\_ d/b/a \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Are you a recognized agent of a motor vehicle manufacturer? Yes No

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

**If a Corporation or Trust, please attach the Articles of Organization for the current filling period:**

Yes No

Class of License: \_\_\_\_\_ Map & Lot Number: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Description of Premise (please include all buildings on property & what they are used for):

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

**Maximum Number of Vehicles to Be Parked:**

Automobiles Based on Area of 9'x20': \_\_\_\_\_

Motorcycles Based on Area of 4'x6': \_\_\_\_\_

Trucks Over on Axel Based on Area of 12'x25': \_\_\_\_\_

One Original and Five (5) copies of the application and plot plans. Yes No

THE ISSUANCE OF A LICENSE HEREIN IS BASED IN PART FROM THE PRESENTATION CONTAINED IN THE APPLICATION. ANY MISREPRESENTATION MAY BE CAUSE FOR REVOCATION BY THE LICENSING AUTHORITY.

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

*I hereby swear under the pains and penalties of perjury that the information I have given is true to the best of my knowledge and belief.*

**SIGN-OFF & COMMENTS:**

Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

Building Insp.: \_\_\_\_\_ Date: \_\_\_\_\_

FEEES: \$100.00 - Class I & \$50.00 - Class II



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### APPLICANT INFORMATION FORM

(Information sheet must be completed for each owner and/or manager)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
SSN: \_\_\_\_\_ U.S. Citizen: \_\_\_\_ Yes \_\_\_\_ No  
Father's Name: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_  
Have you ever been convicted of a violation of the law: \_\_\_\_ Yes \_\_\_\_ No

IS SO, GIVE DETAILS: \_\_\_\_\_  
\_\_\_\_\_

PRIOR BUSINESS EXPERIENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT FOR THE LAST FIVE YEARS (DATES, POSITION, EMPLOYER, ADDRESS AND TELEPHONE NO.)

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position Held: \_\_\_\_\_

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position Held: \_\_\_\_\_

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Position Held: \_\_\_\_\_

Hours Per Week to be Spent on the Licensed Premise: \_\_\_\_\_

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

*I hereby swear under the pains and penalties of perjury that the information I have given is true to the best of my knowledge and belief.*

## Revised Ordinances of 1947, Chapter 31

### JUNK DEALERS AND COLLECTORS OF WASTE MATERIAL

Section 1. No person, unless he is duly licensed by the City of Pittsfield. Shall:

- (a) be a dealer in or keeper of a shop or yard for the purchase, sale or barter of junk, old metals or second-hand articles, or
- (b) go about picking up or collecting rags, paper, junk, old metal or other waste matter.

Section 2. Persons who buy or sell second-hand books or furniture only shall be exempt from the provisions and conditions of this chapter.

Section 3. The city may grant licenses for the purposes mentioned in section one to such persons and upon such conditions as it may deem expedient, and may revoke the same at its discretion. A record of the licenses so granted shall be kept by the City Clerk, and the fee for every license mentioned in (a) section one shall be One Hundred dollars, and the fee for ever license mentioned in (b) of section one shall be twenty-five dollars. The fees for all such licenses shall be paid to the City Clerk for the use of the city. Societies, associations and corporations organized solely for religious or charitable purposes shall not be required to pay any fee for such licenses.

Section 4. All licenses so granted shall expire on the first day of May next after the date thereof, unless sooner revoked. Such licenses shall not be transferable and may be revoked at any time by the city upon violation of any of the conditions or provisions thereof.

Section 5. Every keeper of a shop or yard mentioned (a) of section one shall keep a book in which shall be written at the time of every purchase by him of any of the articles mentioned in (a) of section one a description of the article or articles purchase, the name, age and residence of the person from whom, and the day and hour when, such purchase was made. Every such shop or yard and all articles of merchandise therein, also every such book hereinbefore referred to in this section, shall at all times be open to the inspection of the mayor and city council and of any person by them authorized to make such inspection. Every such keeper shall also put in some suitable and conspicuous place on his shop or in his yard a sign with his name and occupation legibly inscribed thereon in large letters.

Section 6. No keeper of such shop or yard shall, directly or indirectly, purchase or receive by way of barter or exchange, any of the articles mentioned in (a) of section one from any minor, knowing or having reason to believe him to be such; and no article purchased by such shopkeeper shall be sold by him until a period of at least one week from the time of its purchase or receipt by him shall have elapsed, unless he first enters on his aforementioned book the name and address of the purchaser, and such other facts as may be necessary to enable him to keep trace thereof.

Section 7. Every such shop or yard shall be closed on Sunday. On all other days it shall be open only between sunrise and ten o'clock P.M.

Section 8. Every person licensed under (b) of section one shall, while in the conduct of his business or occupation under such license, keep upon some conspicuous part of his clothing a badge, to be furnished by the city clerk and to be paid for at approximate cost by the licensee, with the number of such license thereon in plain legible figures.

Section 9. No person licensed under (b) of section one shall pursue such business between the hours of six PM and seven AM or upon Sunday.

Section 10. The bags, baskets, vehicles or other conveyances used in the ordinary course of business by a person licensed under (b) of section one may be examined at any time by the chief of police or by any police officer.

Section 11. Every person licensed under (a) or (b) of section one shall have his name and the number of his license placed upon the outside of each side of every vehicle used by him in the conduct of his business or occupation for which he is

licensed, in plain legible words and figures of not less than one and on-half inches in height and so that the same may be distinctly seen. Section 12. Junk yards shall be shut off from public view by a suitable fence or other enclosure satisfactory to the city council or the committee thereof. They shall be kept clean and orderly, and shall be so conducted that they will not constitute a menace to public health or safety, nor create a public nuisance.

Section 13. Any person who shall violate any provision of this chapter shall be liable to a penalty not exceeding twenty dollars for each offense.

AFFIDAVIT OF THE MAILING OF NOTICES OF THE FILING OF AN APPLICATION FOR AN JUNK DEALER LICENSE

To be completed and signed by the applicant and filed at the office of the Licensing Board.

In accordance with the requirements of the City of Pittsfield Licensing Board, I hereby declare that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I sent by certified mail, return receipt to the persons hereinafter listed notices, a copy of which is attached hereto, of the filing with the Licensing Board of the City of Pittsfield, by the undersigned of an application for a license to conduct and maintain a junk dealer’s license, at \_\_\_\_\_ in said Pittsfield.

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SIGNED UNDER THE PAINS & PENALTIES OF PERJURY

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