

## Applying for an Automatic Amusement Device License

Pursuant to City Ordinance 8-15, you must obtain a license before operating any mechanical or electronic automatic amusement device commercially in Somerville. Generally, automatic amusement devices are video games, pinball machines, and similar devices, and licenses are only issued to restaurants that seat at least 100 patrons.

### TERM:

- The license expires on December 31 and is awarded for no more than one year.

### APPLICATION CONDITIONS:

- You must apply online.
- A license can only be obtained in a premises of at least 5,000 square feet, that seats at least 100 patrons and holds a Common Victualler's License.
- You must be deemed a suitable entity by the Police Department.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

### FEE:

- \$50.00 nonrefundable application fee.
- \$110.00 annual fee per device, paid after the application is approved.

### ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- Common Victualler's License for the proposed premises.
- CORI Form (download the form when you apply).
- Two professional letters of reference.

### HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citizenserve** logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Automatic Amusement Device."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
  - Select "A new business location" if this is your first application in CitizenServe.
    - Enter the Somerville address of your proposed business, and click "FIND ADDRESS."
    - If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
  - OR
  - Select "An additional license for an existing business" if your business is licensed in Citizenserve.
    - At "License #" select a license you've received before.
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

### LICENSE CONDITIONS:

- No device can issue a cash prize or any award redeemable for cash.
- No device can be used for gambling.

### QUESTIONS?

- If you have questions, contact the City Clerk at [cityclerk@somervillema.gov](mailto:cityclerk@somervillema.gov).