

## Applying for a Miscellaneous License

Applicants requiring the use of, or making significant impacts upon, public property in Somerville, that are not otherwise licensed by the City, must check with the City Clerk's Office to determine if a Miscellaneous License is required before they proceed with their business. DO NOT use this application to obtain a DBA Certificate—instead, navigate to [www.somervillema.gov](http://www.somervillema.gov) and find instructions by searching for “Business Certificate.”

### TERM:

- The license generally expires on April 30 and is awarded for no more than one year.

### APPLICATION CONDITIONS:

- You must apply online.
- Any premises used must be suitable pursuant to the building and zoning codes.
- Depending on the application, it may be necessary that the application be deemed suitable for the community 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.
- \$275.00 annual license fee, 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).

### HOW TO APPLY:

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

- Click the **citi~~serve~~serve** 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 “Miscellaneous.”
- 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.
    - Then enter your business address, and click on “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.

### QUESTIONS?

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