

Applying for a Closing Out Sale License

Pursuant to MA General Law Chapter 93 Section 28A, you must obtain a license before conducting a “Closing Out” or “Going Out of Business” sale in Somerville.

TERM:

- The license expires 60 days after the opening of the sale.

APPLICATION CONDITIONS:

- You must apply online.
- You must include in the application the complete inventory of items to be offered for sale.
- A City or County Licenses and Permits Bond or equivalent in the amount of \$1,000 payable to the City of Somerville, conditioned on compliance with MGL c93 s28A.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

FEE:

- \$165.00 license fee.

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).
- A complete inventory of items to be sold.
- A City or County Licenses and Permits Bond or equivalent in the amount of \$1,000 payable to the City of Somerville, conditioned on compliance with MGL c93 s28A.

HOW TO APPLY:

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

- Click on “APPLY FOR A LICENSE.”
- Log in, or, if this is your first online application, click on “REGISTER NOW” to create an account.
- At License Type, select “Business License.”
- At Sub Type, select “Closing Out Sale.”
- 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.
 - Then enter your business address, and click on “FIND ADDRESS.
 - If your address is not in Somerville, select “USE THIS ADDRESS.”
 - If your address is in Somerville, make sure you enter a valid address.
 - OR
 - Select “An additional license for an existing business” if you’ve already been licensed before.
 - 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:

- You may not accept new inventory during the “Closing Out” sale.

QUESTIONS?

- If you have questions, contact the City Clerk at 617-625-6600 x4110 or cityclerk@somervillema.gov.