

## Applying for an Open Air Vendor License

Pursuant to City Ordinance 8-103, you must obtain a license before operating as an Open Air Vendor in Somerville. Generally, a license is required for anyone who sells merchandise on a temporary, open-air basis at one location.

### TERM:

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

### APPLICATION CONDITIONS:

- You must apply online.
- You must have the consent of the owner(s) and ground floor tenant(s) of the premises on which or in front of which your business will be located.
- You must be deemed a suitable entity by the Police Department.
- If you are selling food or drink, your application must be approved by the Inspectional Services Department's Health Division.
- If you are using propane or any other flammables material, your application must be approved by the Fire Prevention Bureau.
- If you are using a scale or any other measuring device, your application must be approved by the Sealer of Weights and Measures.
- You must obtain a City and County Licenses and Permits Bond in the amount of \$5,000, or designate the City of Somerville as an Additional Insured on your business liability insurance.
- 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.
- \$165.00 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).
- The written consent of each owner and ground floor tenant of the premises on which or in front of which your business will be located.
- A CORI Form (download the form when you apply).
- Two professional letters of reference.
- A City and County Licenses and Permits Bond in the amount of \$5,000, or a Certificate of Insurance showing the City of Somerville as an Additional Insured on your business liability insurance.

### 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 "Open Air Vendor."
- 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:**

- The Licensee shall submit an updated list of the names and ages of all employees who will be working under this license to the City Clerk, whenever new employees are hired. If the Applicant is an organization engaged in charitable work or a post of any incorporated veterans organization, no person under 16 years of age shall act as an agent of the Applicant.
- The following streets and areas are owned by the state, and require state approval to operate, in addition to this license:
 

Alewife Brook Parkway	Foss Park	Mystic River shoreline
Fellsway	Lombardi Way	Mystic Valley Parkway
Fellsway West	McGrath Highway	
- The Licensee shall set out a trash receptacle for the use of customers while engaged in the business of selling his or her wares. Said receptacle, and all papers, containers, garbage or other litter from his or her wares shall be removed by the Licensee when he or she is no longer engaged in sales.
- The Licensee shall clearly display the prices and conditions of sale for all items to be sold.

**QUESTIONS?**

- If you have questions, contact the City Clerk at 617-625-6600 x4110 or [cityclerk@somervillema.gov](mailto:cityclerk@somervillema.gov).