

## Applying for a Second Hand Dealer License

Pursuant to City Ordinance 8-62, you must obtain a license before operating as a Second Hand Dealer in Somerville. Generally, a license is required for anyone who buys or sells used items for commercial purposes. Pawnbroking—taking temporary possession of an item in exchange for money lent to the owner—is not allowed in Somerville.

### TERM:

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

### APPLICATION CONDITIONS:

- You must apply online.
- The premises must be suitable pursuant to the zoning code.
- 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.
- \$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).
- Lease or other documentation of your access to the premises.
- A CORI Form (download the form when you apply).
- Information about any consumer complaints against you.

### HOW TO APPLY:

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

- Click the **citi=enserve** 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 "Second Hand Dealer."
- 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 second hand dealer may operate as a pawnbroker.

- Every second hand dealer must keep every precious item purchased for at least 30 days before offering it for sale. A precious item contains gold, silver, platinum or other precious metals, is identified with a serial number or unique identifier made by its creator, manufacturer, or owner, or is a retail or internet gift card.
- Every second hand dealer must maintain a report of every item purchased in a manner set forth by the Police Chief, including, at a minimum, a description of the item, its serial number or unique identifier, the seller's name, age, date of birth, residence, and valid photo identification, and the date and time of the transaction.
- Every second hand dealer must transmit the report of every precious item purchased to the Police Department within 24 hours of the transaction.

#### **QUESTIONS?**

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