



# City of Westfield

## CITY COUNCIL JUNK DEALER/COLLECTOR PROCESS

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APPROVAL PROCESS FOR THE BUSINESS KNOWN AS: \_\_\_\_\_

**The following list of application requirements must be submitted to the City Clerk's Office in order to move forward with licensing your business:**

1. Approved Tax Obligation Form (Done in office when you turn in packet)
2. [Approved Zoning Permit](#) – obtained from the Building Dept.
3. [Request for Abutters List](#) – obtained from the Assessor Office.
4. Completed [Junk Dealer](#) and/or [Collector](#) application's
5. [FID form](#)
6. [Worker Comp. Form](#) completed with declaration page attached.
7. Copy of lease if not owner of property
8. Payment of \$50.00 per application

**AFTER APPROVAL:**

9. At the time of license approval/issuance the pertinent License Fee will be due.
10. Business Certificate – last step when applicable.

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Junk Dealer/Collector licenses require approval from the City Council. The City Council normally meets the 1st and 3rd Thursday of each month. Completed applications and required documents need to be submitted on the Thursday before each council meeting.

The city clerk will notify you by mail of your public hearing date.

At the City Council public hearing, which requires your presence, the council will refer the application to a sub-committee. You will most likely be asked to attend the sub-committee meeting. At the following City Council meeting the sub-committee will recommend a decision for a full Council vote on the status of your license application.

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DEADLINE TO SUBMIT APPLICATION BACK TO THIS DEPT. \_\_\_\_\_

DATE OF INITIAL COUNCIL MEETING \_\_\_\_\_

**POSSIBLE DATE OF PUBLIC HEARING** \_\_\_\_\_

