



City of Westfield

CITY COUNCIL JUNK DEALER/COLLECTOR PROCESS

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.

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.

DEADLINE TO SUBMIT APPLICATION BACK TO THIS DEPT. _____

DATE OF INITIAL COUNCIL MEETING _____

POSSIBLE DATE OF PUBLIC HEARING _____



City of Westfield, Massachusetts

City Clerk's Office

APPLICATION FOR A JUNK DEALER LICENSE

FEE:

Date Completed _____

Full Name of Business _____

Include: Corporation or LLC d/b/a other

Business Address _____ Bus. Telephone # _____

Fax # _____ E-Mail Address _____ Web Address _____

Name of Owner _____

Address of Owner _____

Telephone# of Owner _____ Cell phone# _____

If Corporation or partnership, give name, title, and home address of officers or partners:

Name

Title

Home Address

Signature of person completing this application: _____

NOTE: Any false statement made by the Applicant knowing of its falsity or made without taking reasonable steps to determine its truth, or any incomplete or illegible information shall be cause or grounds for refusing to grant the license or permit, or for suspending, canceling or revoking a license or permit already properly granted.

I do hereby certify under the pains and penalties of perjury that the information provided in this application is true and correct.

Signature of Owner or Corporate Name (Mandatory)

Full signature required

Please sign and date indicating that you have received from this Office a copy of the City Of Westfield's Ordinance on Junk Collectors.

Full signature required

Date