

# ***CITY OF BROCKTON LICENSE COMMISSION***

*City Hall, 45 School Street  
Brockton, Massachusetts 02301  
Tel: (508) 580-7805 Fax: (508) 941-0204*

## **INSTRUCTIONS**

### **APPLICATION FOR AUTOMATIC AMUSEMENT DEVICE LICENSE**

1. Application indicating number of and each type of device to be filed in License Commission office during normal working hours at least fourteen (14) business days prior to regularly scheduled License Commission meeting.
2. Taxes on Property paid (Information will be verified with Tax Collector)
3. Schematic floorplan, drawn to scale. (Include interior layout, machine location, exits, management control/observation points)
4. Non-refundable \$100 filing fee in the form of check made payable to City of Brockton at time of filing.
5. Proof of Identification
6. Corporation - Certified copy of Articles of Organization. In addition, if applicable, a business certificate must be filed once license is approved.
7. If individual or partnership, a business certificate must be filed once license is approved
8. Tax attestation (City of Brockton and Department of Revenue)
9. Worker's Compensation Insurance Affidavit
10. Applicant must advertise in a local daily newspaper once a week for two successive weeks, the last date of publication to be not less than three (3) days before the date of the hearing. "Ad" will be prepared in License Commission office but cost of same is the responsibility of the applicant.
11. Notification to direct abutters and abutters to abutters, by certified mail, within three (3) days **after first publication**. (A copy of legal ad attached to affidavit and certified mail receipts must be returned to License Commission office prior to the hearing date.)

12. Location must be inspected and approved prior to issuance of license. Applicant is responsible for obtaining inspection forms at License Commission office and contacting departments to make arrangements for inspections.

**Building Dept. 580-7150  
Fire Prevention 583-2933**

**Board of Health 580-7175**

13. \$100 per device license fee in the form of a check made payable to the City of Brockton upon issuance of license.

**\*\*\* NO APPLICATION WILL BE PROCESSED UNLESS ITEMS 1 THROUGH 8 ARE SUBMITTED**

**\*\*\* APPLICATIONS MUST BE RECEIVED AT LEAST FOURTEEN (14) BUSINESS DAYS PRIOR TO MEETING DATE**