



TOWN OF FALMOUTH

Office of the Town Manager & Selectmen
59 Town Hall Square, Falmouth, Massachusetts 02540
Telephone (508) 495-7320

APPLICATION PROCEDURE FOR A SECOND-HAND DEALER LICENSE Chapter 136 – Code of Falmouth

Please provide a complete application at least 30 days prior to Select Board hearing date

1. Per Town Code Article 27 § 156-15.2, the Business Owner must complete an annual background check at the Central Records Office of the Falmouth Police Department *within 10 days* of the date of submission of this application. A photo ID and a money order or certified bank check for \$30.00 payable to the Commonwealth of Massachusetts is required. **Call 774-255-4527 for an appointment.**

2. Submit the following to the Select Board Office:

- A completed Second Hand Dealer License Application form
- Copy of the fully executed Lease or Deed to business property
- Total Application Fees of \$40.00 payable by check or cash; a separate License Fee of \$25.00 payable by Cashier's Check or Bank Check.
- Business Structure Documents:
 - a. Copy of Articles of Organization *(if corporation)*
 - b. Copy of LLC Agreement *(if limited liability company)*
 - c. Copy of Partnership Agreement *(if partnership)*
 - d. Copy of Certificate of Doing Business *(if sole proprietorship)*

3. Schedule and attend a hearing before the Select Board.

The license period is from the date of issue through April 30th of each year and must be renewed annually.



Please be advised that all license application fees must be paid upon submission of an application as follows:

- Filing fees, public notice advertising fees, and other administrative fees must be paid by personal or business check when the application is submitted. Cash is also accepted.
- License fees must be paid in full at the time of submission by cashier's check or bank check only. These checks will be held on file and not processed until the application is fully approved and all license requirements completed. If the application is not approved the cashier's/bank checks will be returned to the applicant.

Please contact the Select Board Office for further information.



TOWN OF FALMOUTH

Select Board Office
59 Town Hall Square, Falmouth MA 02540
508-495-7320 • licensing@falmouthma.gov

APPLICATION for SECOND HAND DEALER LICENSE

LICENSE TO SELL, TRADE OR BARTER JUNK, OLD METALS OR SECOND-HAND ARTICLES CODE OF FALMOUTH CH.
136 [Required fields are outlined in RED](#)

NAME OF OWNER

HOME ADDRESS

TOWN:

STATE:

ZIP CODE:

BUSINESS NAME:

D/B/A - if any

BUSINESS ADDRESS:

TOWN:

STATE:

ZIP CODE:

MAILING ADDRESS (if different)

MANAGER - if any

FEDERAL ID #:

EMAIL required

TELEPHONE BUSINESS:

HOME:

TYPE OF GOODS SOLD:

DATE

OWNER / MANAGER / AUTHORIZED AGENT

A Background Check for the Owner of the establishment must be performed annually at the Falmouth Police, Central Records Office and scheduled before submitting this application, call 774-255-4527 for hours & details.

Total License fee payable to Town of Falmouth: \$65.00

Town of Falmouth

License Application – Department Contact Information

Select Board **Town Hall** **(508) 495-7320** licensing@falmouthma.gov

- License applications.

Building **Town Hall** **(508) 495-7470** <https://www.falmouthma.gov/307/Building>

- Approval of floor plan and/or site plan.

Apply online using **PermitEyes**

- Certificate of Inspection.
- Sign Permit

Zoning **Town Hall** **(508) 495-7460**

- Special permit.

Planning **Town Hall** **(508) 495-7440**

- Site plan review.

Assessor **Town Hall** **(508) 495-7380** <https://www.falmouthma.gov/175/Assessing>

- Certified abutters list.

Police **750 Main St.** **(774) 255-4527**

- Call Central Records to schedule an appointment for the fingerprint-based background check.

Health **Town Hall** **(508) 495-7485** <https://www.falmouthma.gov/273/Health>

Apply online using **PermitEyes**

- Food service establishment permit.

Town Clerk **Town Hall** **(508) 495-7360**

- Certificate of Doing Business.
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