



**Town of Douglas
Class II License
New Application Checklist
MGL c 140 (58&59)**

All Fillable Forms can be found at <https://douglas-ma.gov/259/Class-II-License---Second-Hand-Vehicles>. After downloading the forms, open them in Adobe Reader, type in the information, print, and sign.

- Completed **Class II License Application** (form online)
- Article of Organization** (if a corporation) as filed with the Massachusetts Secretary of State.
- Proof that your establishment has a **\$25,000 Bond** per M.G.L. Chapter 140, §58. **Please make sure the Town of Douglas is listed as "Certificate Holder"**.
- Business Premises:** Copy of the **blue prints** or a hand drawn diagram (drawn to scale) of the premises. If leased provide a copy of the lease agreement.
- Criminal Offender Record (CORI)** Check, per MGL c6, §172 – "CORI Request Form". To be filled out by Selectmen's Office – must present government issued photographic identification.
- Workers Compensation Certificate of Insurance** per MGL c152, §25A. Contact your insurance company and have them fax it to 504-476-4012 attn: Board of Selectmen or email skane@douglas-ma.gov.
Please make sure the Town of Douglas is listed as "Certificate Holder".
- State Workers' Compensation Insurance Affidavit** – Even if your establishment does not require Workers' Compensation this must be filled out. (form online)
- Fire Inspection Report** – Per Fire Code Compliance Policy for Businesses and All License Holders approved by the Board of Selectmen February 21, 2006. Call the Fire Department @ 508-476-2267
- Repair Facility Association** per **MGL c90, §7N1/4**. Provide a copy of the contract with a repair facility.
- Business Certificate** per MGL c110, §5&6; Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, or under the true corporate name. See the Town Clerk.
- Emergency Contact information** to include: Contact name and phone number, hours of operation and whether or not the premises are alarmed. (form online)
- Check** made out to the Town of Douglas for \$100.00.
- Receive** a Dealers' Guide to The MA Used Vehicle Warranty Law.

_____ *Initial Received*

Return checklist and all paperwork to the Selectmen's Office.

Please Note: Please allow three weeks for processing. All applications must be reviewed by other Boards / Committees / Departments. The review process will take about two weeks. Once reviewed the application will be placed on the Board of Selectmen's agenda. The Board of Selectmen meet the 1st and 3rd Tuesday of each month.