

Automatic Amusement License Checklist

This application will be returned if the following documentation is not submitted:

- ☐ Automatic Amusement License Application.
- ☐ A list containing all coin operated amusement items
- ☐ Business Structure Documents
 - If Sole Proprietor, Business Certificate
 - If partnership, Partnership Agreement
 - If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth
- ☐ Federal Certification and State Tax Certificates completed, dated and signed
- ☐ Detailed plan or sketch drawn to scale showing the interior and exterior of the site
- ☐ Workers Compensation Affidavit completed, dated and signed
- ☐ \$200 Fee paid by check made payable to the Town of Hanover. (application fee)