



# BUSINESS LICENSE APPLICATION

Office of the City Clerk/Business Licensing & Enforcement Division | One City Hall Plaza/Manchester, NH 03101 | (603) 624-6348

Date: 1/10/17

### Instructions

- (1) Please return all pages of this application with all applicable information completed.
- (2) Using the worksheet provided, figure the total business license fee.
- (3) Please make checks payable to the "City of Manchester".
- (4) Checks returned by your financial institution are subject to a \$30.00 penalty.
- (5) The licensing year begins May 1<sup>st</sup>. Applications received after this time may be subject to a late charge. New licenses will expire on April 30<sup>th</sup> of the following year, unless the licensed activities are otherwise limited or invalidated by local, state, or federal authority.

## SECTION I. IDENTIFICATION

- (A) Applicant: American Heart Association  
 Business Name: American Heart Association  
 Business Address: 2 Wall Street, Manchester NH 03101  
 (No PO Box)
- Telephone #: 603-263-8328 Federal Tax ID #: 13-5613797  
 Manager's Name(s): Stefanie Phillips  
 Email Address(es): stefanie.phillips@heart.org
- (B) Property Owner's Name: \_\_\_\_\_  
 Property Owner's Address: \_\_\_\_\_  
 (No PO Box)  
 Property Owner's Phone #: \_\_\_\_\_
- (C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.
- Contact Person: Stefanie Phillips  
 Time(s): 8:30-5 Email Address: stefanie.phillips@heart.org

**SECTION X. MUNICIPAL BANNER LICENSE APPLICATION**

Event: N/A Event Date: N/A

Sponsoring Organization: American Heart Association

Contact Person for Event: Stefanie

Contact's Phone #: 603-263-8328 Email: stefanie.phillips@heart.org

Time Period Requested: May 8-21

Number of cross-street banners (max of two at any given time): 1

**BANNER LOCATION(S) FEES**

Elm and Bridge Streets	\$500.00
✓ Elm and Pleasant Streets	\$500.00
Hanover and Chestnut Streets	\$125.00
Kelley and Dubuque Streets	\$125.00

In the area below, illustrate (or attach to this application) exactly how your banner will appear:

Please see attached.

Signature of responsible party indicating that you have read the City of Manchester Municipal Banner Policy (available at [www.manchesternh.gov/banner](http://www.manchesternh.gov/banner)):

Signature: Stefanie Phillips Date: 1/10/17

*Office Use Only*

Date Received: \_\_\_\_\_ Committee Review: \_\_\_\_\_ Committee Action: \_\_\_\_\_  
 Insurance Carrier: \_\_\_\_\_ Fee Submitted: \_\_\_\_\_



American Heart Association®  
life is why™



Everyone has a reason to live a longer and healthier life. What's yours?

Heart.org/LifeIsWhyNH

LOCALLY SPONSORED BY:



**Banner**

Double-sided vinyl banner to hang across Elm Street;  
540" x 48"

