



Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201
617-635-4170 | Fax: 617-635-4742

Commissioners:

Nicole Murati Ferrer, Chair
Suzanne Iannella
Milton Wright

**ALL RENEWAL APPLICATIONS
AND SUPPORTING DOCUMENTATION
ARE DUE BY NOVEMBER 30, 2012.**

Executive Secretary:

Jean Lorizio

**2013
ALCOHOLIC BEVERAGES LICENSE
RENEWAL APPLICATION INSTRUCTIONS**

IMPORTANT NOTICES/REQUIREMENTS:

- 1) You must renew your license in person at the Boston Licensing Board, Room 809, 8th floor, City Hall.
- 2) You must complete and submit the renewal form, and pay the fee by Friday, November 30, 2012.
- 3) Renewal applications, supporting/required documentation, and fees will not be accepted after November 30, 2012.
- 4) Failure to file the application, submit all required permits and pay by November 30, 2012 will result in the expiration of your license on December 31, 2012, at midnight. If you allow your license to expire, you will have to reapply for a new license, go through a hearing, and obtain this Board and the ABCC's approval prior to being allowed to reopen.
- 5) You must have liquor liability insurance in effect; failure to have it by November 30, 2012, will result in the denial of your renewal application.
- 6) We are unable to make copies of your documents, please bring your own.
- 7) All renewed licenses will be ready for pick-up by December 10, 2012. You must pick up the license by December 31, 2012, or you will be required to close your business at midnight on December 31, 2012, and will not be allowed to reopen until you pick up your license.
- 8) Incomplete applications will not be accepted.



WHAT YOU NEED TO DO:

- 1) Do not make any corrections on the renewal application or the ABCC forms. If changes are required, please inform our staff.
- 2) Do not tear/separate the 3 part bill. Pay the bill prior to coming to the Licensing Board to file your renewal. Payments are made at the Collection Division Windows, M10, M11 or M12, 3rd floor, City Hall. You can pay by cash, money order, check, Visa or Master cards.
- 3) Complete the renewal form. The only person(s) who can complete the renewal form are the listed manager of record, stockholder(s), owner(s), or officer(s). If your name is not listed in the renewal form you cannot complete/sign it. Also, all of the portions of the renewal form must be completed, i.e., print your name, insert date completed, sign it, and list your telephone number, tax identification number and inspectional services certificate number. If not all portions are completed, the renewal may not be accepted.
- 4) Submit proof of liquor liability insurance: for bodily injury or death, a minimum amount of \$250,000 on account of injury to or death of 1 person; and \$500,000 on account of any 1 accident resulting in injury to or death of more than 1 person.
- 5) Submit a copy of a valid/current Building Inspection Certificate (the white one with gold seal issued by the Inspectional Services Department, 1010 Massachusetts Avenue). **Note:** If the Inspectional Services Department has not yet inspected the premises/issued the certificate, you must still submit a copy of the proof of payment for the certificate when you file your renewal application on or before November 30, 2012. Renewal applications without a valid ISD Certificate or proof of payment for a valid ISD Certificate will no longer be accepted as complete.
- 6) [If you have 50 or more seats] submit a copy of a valid/current Fire Assembly Permit. If the Fire Department has not yet inspected the premises/issued the permit, you must still submit a copy of the proof of payment for the permit when you file your renewal application on or before November 30, 2012. Renewal applications without a valid Fire Assembly Permit or proof of payment for a valid Permit will no longer be accepted as complete.
- 7) Submit the completed and signed Alcoholic Beverages Control Commission (ABCC) form. Do not make any changes on this form yourself. Please inform our staff if you need a change to be made.
- 8) [If you have an entertainment license] submit a copy of your 2013 Entertainment License Renewal Application.
- 9) Submit a current floor plan (it does not have to be certified) on an 8 ½ x 11 sheet of paper.

ANY QUESTIONS OR CONCERNS, PLEASE CONTACT THE LICENSING BOARD AT 617-635-4170. THANK YOU!

