



# Licensing Board for the City of Boston

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One City Hall Square, Room 809, Boston, Massachusetts 02201  
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## **Commissioners:**

*Nicole Murati Ferrer, Chair*  
*Suzanne Iannella*  
*Milton Wright*

## **Executive Secretary:**

*Jean Lorizio*

## **FOR YOUR INFORMATION**

1. If you get a Notice of Hearing and want to reschedule the hearing, you must submit a letter requesting a continuance, informing why you cannot attend the hearing, and provide proposed new hearing dates. The continuance should be asked for two weeks in advance.
2. If you agree with the facts of the police report attached to your License Premise Notice, and do not want to attend a hearing, you may submit a Waiver of Hearing Form. By signing the Waiver, you are accepting the facts as is, and allowing the Board to take action just on the facts in the police report. You do not waive your rights to appeal the sanction imposed by the Board, if any. You may also attach a letter explaining any mitigating circumstances, and if signed under the pains and penalties of perjury, the Board may take it into consideration.
3. You may also file a Waiver of Hearing Form for matters which you do not want to submit live testimony. The Board may choose to make its decision based on the facts in the police report, and any documents you provide it (or any testimony signed under the pains and penalties of perjury). You do not waive your rights to appeal the sanction imposed by the Board, if any.
4. The Board recognizes that at times Licensee do not receive permits/licenses from other departments in a timely fashion. The Board encourages Licensees to post any receipt/proof of payment from that department in a conspicuous place so that when an inspector reviews the licenses/permits, he/she can note it. Generally, the Board has not disciplined Licensees who do not have posted a valid I.S.D., Health or Fire permit if they have valid proof of payment for that certificate posted in a conspicuous place.
5. Common Victualler Licensees who have failed to timely renew or pick up their licenses, also have the option of filing out a Waiver of Hearing for Failure to Renew/Pick Up. The Licensee is admitting to the fact that they have run the establishment without the proper licenses/permits. The Board will take action on the violation without a hearing. The Licensee is waiving its right to appeal the facts as found by the Board but is **not** waiving the right to appeal the sanction imposed by the Board, if any.

