



# Licensing Board for the City of Boston

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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

**Executive Secretary:**

Jean Lorizio

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

**2013**

**COMMON VICTUALLER RENEWAL INSTRUCTIONS**

***IMPORTANT NOTICES/REQUIREMENTS:***

- 1) All Licensees must complete and submit the renewal form, required permits/documents and pay the fee by Friday, November 30, 2012. If you are mailing it, it must arrive on or before November 30, 2012.
- 2) Licenses not renewed in a timely manner will be subject to a late fee of \$20.00 per month, and will be subject to cancellation as of January 15, 2013. If you do not have your 2013 License by December 31, 2012, you will be required to close your business at midnight on December 31, 2012, and will not be able to reopen until you obtain the Board's approval.
- 3) If there are any changes to your license, you must come to City Hall, Boston Licensing Board, Room 809, 8<sup>th</sup> floor, to file the renewal and make the changes.
- 4) Incomplete applications will not be accepted.

***WHAT YOU NEED:***

- 1) The enclosed completed/signed renewal form. The only persons 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 will not be accepted.
- 2) The enclosed three (3) part bill intact; do not tear/separate the bill.
- 3) [If you have seating] copy of a valid/current Building Inspection Certificate (the white one with gold seal issued by the Inspectional Services Department, 1010



Massachusetts Avenue). 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.

- 4) [If you have 50 or more seats] 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.
- 5) [If you have an entertainment license] copy of your 2013 Entertainment License Renewal Application.
- 6) Current floor plan (it does not have to be certified) on an 8 ½ x 11 sheet of paper.

***RENEWAL OPTION #1 (IN PERSON):***

- 1) Go to City Hall, 3rd floor, the Collection Division Windows: M10, M11 or M12.
- 2) Pay the renewal fee with cash, money order, check, Visa or Master cards.
- 3) Go to the Boston Licensing Board, Room 809, 8<sup>th</sup> floor, City Hall, and hand in Items 1-6 listed in the Section above entitled *What You Need* and the proof/receipt of payment you just obtained from the Collection Division.

***RENEWAL OPTION #2 (BY MAIL):***

Mail to Nancy Mickiewicz, Boston Licensing Board, 1 City Hall Plaza, Room 809, Boston, MA 02201, Items 1-6 listed in the Section above entitled *What You Need*, along with a check or money order made payable to the City of Boston.

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

