



Licensing Board for the City of Boston

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Commissioners:

Nicole Murati Ferrer, Chair
Suzanne Iannella
Milton Wright

August 1, 2013

Executive Secretary:

Jean Lorizio

To All Common Victualler Licensees

RE: Renewal Applications and Procedures

Dear Common Victualler Licensee:

Please be advised we have changed the Renewal procedures for your type of license effective immediately. From now on you must renew your license in person at City Hall. Renewals over the mail will no longer be accepted, no exceptions. In addition, the deadline for renewing your license is **Thursday, October 31, 2013**. As such, at the end of September 2013 you will receive a packet with an application to renew your current license. Your renewal application, all pertinent documents related thereto and fees are due by 5:00 p.m., Thursday, October 31, 2013. Although you will get detailed instructions with your renewal packet in September 2013, we want to take this opportunity to inform you of some new procedures as well as remind you of some old ones which when violated cause significant delays.

New Procedures/Requirements:

1. All Common Victualler License Renewal applications must be filed in person at the Boston Licensing Board, City Hall, Room 809. Applications will no longer be accepted via mail, NO EXCEPTIONS.
2. The deadline to renew your license will be **Thursday, October 31, 2013**. Any applications submitted thereafter will be subject to a late fee of \$20.00 per month (or any part of a month), and/or suspension or cancellation of your License.
3. If you are paying with money order, check credit card or debit card, you will pay at our office at City Hall Room 809. If you are paying with cash, you will pay at the City Hall Collection Division Windows, M10, M11 or M12, on the 3rd floor.

Reminder of Current Procedures:

1. *[If you have seating]* When you submit your renewal application you must submit along with it a copy of a valid/current Building Inspection Certificate (the



white one with gold seal issued by the Inspectional Services Department, 1010 Massachusetts Avenue). If you do not have a copy of the current Certificate, you must instead submit a copy of the proof of payment for the certificate. Renewal applications without a valid ISD Certificate or proof of payment for a valid ISD Certificate will not be accepted.

2. *[If you have more than 50 seats]* When you submit your renewal application you must submit along with it a copy of a valid/current Fire Assembly Permit. If you do not have a copy of the current Permit, you must instead submit a copy of the proof of payment for the permit. Renewal applications without a valid Fire Assembly Permit or proof of payment for a valid Permit will not be accepted.

3. You cannot make changes on the Renewal form without authorization from this Board. You must inform the staff that a change needs to be made and they will assist you with it. Changes made without the Board's approval are not valid and may result in consequences, including but not limited to, sanctions.

4. 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 on 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, and tax identification number. If not all portions are completed, the renewal will not be accepted.

5. *[If you have an entertainment license]* you must submit a copy of your 2013 Entertainment License Renewal Application and the Fire Safety Checklist.

6. Our staff will be unable to make copies of your renewal application or any of the paperwork you need to file with it, so please bring enough copies.

Renewal season is a very busy time for our office and staff. Our hours of operation are 9:00 a.m. – 5:00 p.m. You cannot just drop off your paperwork/renewal; you will need to be assisted by a staff member. As such, please allow yourself enough time to complete this process (a minimum of 30 minutes), and please wait patiently for your turn.

Please be further advised this letter is highlighting some of the procedures. There may be additional procedures laid out on the renewal instructions sent specifically to you. When you receive the instructions, please read them carefully and follow them accordingly. If at any time you have any questions, please do not hesitate to contact this office at (617) 635-4170 or LicensingBoard@cityofboston.gov. Thank you for your anticipated cooperation in complying with our procedures.

Very truly yours,

/s/ Nicole Murati Ferrer

Nicole Murati Ferrer

