



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

September 12, 2012

Executive Secretary:

Jean Lorizio

To All Licensees

RE: Renewal Applications and Procedures

Dear Licensee:

At the end of October 2012 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., Friday, November 30, 2012. Although you will get detailed instructions with your renewal packet in October 2012, 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. 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 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 and may be subject to cancellation.
2. When you submit your renewal application you must submit along with it 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 and may be subject to cancellation.
3. You must submit a current floor plan of the Licensed Premises.
4. Incomplete renewals will not be accepted.



Reminder of Current Procedures:

1. 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 Board approval are not valid and may result in grave consequences, including but not limited to, sanctions.
2. 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.
3. For Licensees who hold a liquor license, you must 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.
4. [If you have an entertainment license] submit a copy of your 2013 Entertainment License Renewal Application.
5. 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.

Please note that the bulk of the Licenses issued by this office are renewed in November, and therefore, it is a very busy time for our 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. Moreover, please note that we are closed for business November 12 and 22.

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,

Nicole Murati Ferrer