



# **Licensing Board for the City of Boston**

One City Hall Square, Room 809, Boston, Massachusetts 02201

Telephone: (617) 635-4170; Facsimile: (617) 635-4742; Email: [LicensingBoard@cityofboston.gov](mailto:LicensingBoard@cityofboston.gov)

## **INSTRUCTIONS FOR COMMON VICTUALLER LICENSES**

**(Revised 1/2013)**

**\* Common Victualler Licenses must be renewed by the end of October. Failure to renew may result in sanctions and/or revocation of the License.**

**\* Annual Fee: \$100.00 base fee plus \$1.00 per seat; if take-out only, \$210.00.**

**\* Inspection Certificates and Fire Assembly Permits are obtained at 1010 Massachusetts Avenue.**

### **NEW LICENSE (at address that does not have a restaurant currently approved by the Board):**

1. Meet with the local Neighborhood Association ([http://www.cityofboston.gov/ons/coor\\_list.asp](http://www.cityofboston.gov/ons/coor_list.asp)), and speak with the City Councilor for the District (<http://www.cityofboston.gov/citycouncil/councillors/>) prior to the hearing before the Licensing Board.
2. File the completed application with: a copy of the lease agreement (in the applicant's name); an 8 ½ x 11 floor plan; and completed Personal Information Form(s) and Criminal Record Information Form(s) for all owner(s), shareholder(s), officer(s), manager(s), and person(s) with a financial interest in the business. Corporations should also submit a printout of the summary screen generated by the state's corporation database containing the corporation's general information (<http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp>).
3. If you are applying for outdoor seating, include with your application a check for \$170.00, made payable to Boston Herald, for the advertising fee. You must also notify your abutters, ([http://www.cityofboston.gov/Images/Documents/notice%20re%20abutters\\_tcm3-33400.pdf](http://www.cityofboston.gov/Images/Documents/notice%20re%20abutters_tcm3-33400.pdf)). If the outdoor seating is on a public way you need to obtain a permit from the Department of Public Works in City Hall, Room 714.
4. Appear at the Licensing Board hearing on the scheduled date and time.
5. Prior to being able to pick up the license, you must go to Inspectional Services Department and obtain a current Inspection Certificate (white paper with gold seal). If the capacity is 50 or more, you must also obtain a Fire Assembly Permit. Licenses will not issue or be released without these documents first being provided to the Board.



**NEW LICENSE (at address that has a restaurant currently approved by the Board):**

1. File the completed application with: a copy of the lease agreement (in the applicant's name); an 8 ½ x 11 floor plan; a current Inspection Certificate issued in the applicant's name; if capacity is 50 or more, a current Fire Assembly Permit in the applicant's name; and completed Personal Information Form(s) and Criminal Record Information Form(s) for all owner(s), shareholder(s), officer(s), manager(s), and person(s) with a financial interest in the business. Corporations should also submit a printout of the summary screen generated by the state's corporation database containing the corporation's general information (<http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp>).
2. If you are not making any substantive changes to the hours or capacity, a hearing will not be scheduled and the Board will vote on the application within 1-2 weeks of it being submitted.
3. If you are making substantive changes or adding outdoor seating, a hearing will be required. Meet with the local Neighborhood Association ([http://www.cityofboston.gov/ons/oor\\_list.asp](http://www.cityofboston.gov/ons/oor_list.asp)), and speak with the City Councilor for the District (<http://www.cityofboston.gov/citycouncil/councillors/>) prior to the hearing before the Licensing Board.
4. If you are adding outdoor seating, include with your application a check for \$170.00, made payable to Boston Herald, for the advertising fee. You must also notify your abutters, ([http://www.cityofboston.gov/Images/Documents/notice%20re%20abutters\\_tcm3-33400.pdf](http://www.cityofboston.gov/Images/Documents/notice%20re%20abutters_tcm3-33400.pdf)). If the outdoor seating is on a public way you need to obtain a permit from the Department of Public Works in City Hall, Room 714.
5. If a hearing is required, you must show up to the scheduled hearing.





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## APPLICATION FOR COMMON VICTUALLER LICENSE

(Revised 1/2013)

Name of Applicant (Individual/Corporation): \_\_\_\_\_

Doing Business As (d/b/a, if different from above): \_\_\_\_\_

Name of Manager of Record: \_\_\_\_\_

Is this a Franchise (yes or no)? \_\_\_\_\_ Expected Opening Date: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Telephone # of Business: \_\_\_\_\_ Facsimile # of Business: \_\_\_\_\_

Description of Premises (kitchen, basement, etc.): \_\_\_\_\_

Total Square Footage: \_\_\_\_\_ # of Exits: \_\_\_\_\_ # of Entrances: \_\_\_\_\_ # of Seats: \_\_\_\_\_

Hours of Operation (specify days of week along with opening and closing hours): \_\_\_\_\_

List All Persons/Entities with Interest in this License (corporate stockholders, directors, officers, clerks, LLC members, managers, and any person/entity with a direct/indirect beneficial/financial interest). Attach additional pages if necessary.

Name of Person/Entity	Title/Position	# Stock/ % Owned

*I hereby certify under the pains and penalties of perjury that the above is true and accurate information.*

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title as it relates to Business: \_\_\_\_\_

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*For the Board's Official Use Only*

GRANTED: \_\_\_\_\_

REJECTED: \_\_\_\_\_

Restrictions/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## **PERSONAL INFORMATION FORM** (Revised 1/2013)

### **SECTION I – LICENSEE INFORMATION:**

Name of Licensee/Business: \_\_\_\_\_

Doing Business As (d/b/a, if different from above): \_\_\_\_\_

Address of Business: \_\_\_\_\_

Business Telephone #: \_\_\_\_\_ Business Facsimile #: \_\_\_\_\_

### **SECTION II – PERSONAL INFORMATION:**

Your Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Your Home Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cellphone #: \_\_\_\_\_

Place of Current Employment: \_\_\_\_\_

Employment for the Last Ten Years (dates, position, employer, address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Title as it Relates to the Business/Licensee: \_\_\_\_\_

Describe Your Interest in this Business/Licensee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify under the pains and penalties of perjury that the above is true and accurate information.*

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_





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## CRIMINAL RECORD INFORMATION FORM (Revised 1/2013)

Your Name: \_\_\_\_\_

Your Alias(es), if any: \_\_\_\_\_

Your Home Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Birthplace: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Husband/Wife's Name: \_\_\_\_\_

Name of Corporation/Licensee/Business: \_\_\_\_\_

Address of Corporation/Licensee/Business: \_\_\_\_\_

*If you have any record of misdemeanors including, but not limited to, drunkenness, simple assault, speeding, minor traffic violations, and affray or disturbance of the peace, and such offenses were disposed of ten or more years prior to the filing of this application, you may be considered to have "No Record" for the purposes of furnishing this department information as to your criminal record.*

I, (print your name) \_\_\_\_\_, applicant for a (print type of license you are requesting) \_\_\_\_\_

in the City of Boston, hereby state I have not been convicted for violation of a State or Federal narcotic law.

I, (print your name) \_\_\_\_\_, do hereby state that I have no record of criminal convictions in any State or Federal Court except those as listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, (print your name) \_\_\_\_\_, do hereby state that I have no pending criminal charges for any criminal violations in any State or Federal Court except as those listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed and subscribed to under the pains and penalties of perjury this \_\_\_\_\_ day of (month) \_\_\_\_\_, (year) \_\_\_\_\_.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**\*\* Any statements contained herein found to be untrue shall be cause for the cancellation and/or revocation of any License granted to the applicant or Corporation in which he/she is a principal or agent.**