



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

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), 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). 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/coord_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). 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: _____

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/License: _____

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.***



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INSTRUCTIONS FOR NOTIFICATION TO ABUTTERS

(Revised 1/2013)

Note: According to *Black's Law Dictionary*, an abutter is an "owner of adjoining land; one whose property abuts another's." As such, to satisfy the legal requirement of notice to an abutter, the applicant only needs to give notice to the owners of all the properties whose boundaries touch the boundaries (front, back, left and right) of the premises where the business is intending to open. The applicant may choose to notice additional persons (i.e. those across the street) but is **not** required to do so. Applications/petitions relating to alcoholic beverage and fortune teller licenses are further required to notice any schools, churches or hospitals within five hundred (500) feet of the proposed business location.

1. Go the City of Boston's Assessing Department, City Hall Room 301, and obtain a list of abutters as defined above. If your application/petition relates to a liquor or fortune teller license, you also need to ask for a list of schools, churches and hospitals within five hundred (500) feet of the proposed business's location.
2. Complete the *Affidavit of Notice to Abutters and Others* by listing the names and mailing addresses of the abutters in the spaces provided and/or attaching the list to the *Affidavit*.
3. When the legal notice is published in the Boston Herald, the newspaper will mail copies of the advertisement to you. You must send a tear slip/copy of the advertisement to each abutter by Certified Mail, Return Receipt Requested. You must mail out these notices within three (3) days of the date the advertisement is published.
4. In addition to sending the tear slip/copy of the advertisement to any church, school or hospital within five hundred (500) feet of the proposed business location, you must notify the church, school or hospital that if it objects to the application/petition, the church, school or hospital must submit a written objection to the Board by the date of the hearing. Receipt of an objection does not bar the Board from granting the application/petition if the Board deems the grant of the proposed application/petition serves the public need and will not be detrimental to the activities/functions of the church, school or hospital.
5. Bring the completed and notarized *Affidavit* to the hearing. You must attach to the *Affidavit* a copy of the advertisement, the original certified mail receipts, and the original return certified receipts (green cards) bearing signatures of persons receiving said notices and those which were returned as undeliverable mail. You must turn in the original receipts and green receipt cards to the Board during the hearing. The Board will not vote on, or may deny, your application/petition if these documents are not provided to it.

AFFIDAVIT OF NOTICE TO ABUTTERS AND OTHERS

To the Licensing Board for the City of Boston:

I, (print your name) _____,
applicant/applicant's representative for a (print type of license requested) _____
_____ license, to be operated at (print address of proposed location) _____
_____ hereby certify that the following is a true list of the owners of the abutting property(ies) per the
Assessor's most recent valuation list:

And that the following schools, churches or hospitals are located within a five hundred (500) feet radius from said proposed
location (if none, please specify as such):

I also certify that notice of the application/petition was given to each of the above-listed by mailing via Certified Mail, Return
Receipt Requested, within three days after publication of the advertisement of the application/petition, a copy of the attached
advertisement of the application/petition. Proof of service is evidenced by the attached certified mail receipts and return certified
receipts bearing signatures of persons receiving said notices, in addition to those which were returned as undeliverable mail.

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

Sign Name: _____

Print Name: _____

Relation to Applicant: _____

Signature of Notary Public: _____

Name of Notary Public: _____

Commission Expires: _____

(Notary Public Seal)