

## NEW LICENSE PROCEDURES

### ALL LICENSES EXPIRE DECEMBER 1<sup>ST</sup>.

The Licensing Board of the Town of Westerly meets at 9:30 a.m. on the second Thursday of each month.

Anyone wishing to open a new business in Westerly should contact the Town Clerk's Office to inquire as to whether a license is required and, if so, the type of license that is required. **No establishment should be open for business prior to obtaining the proper licenses.**

The following criteria must be met prior to the issuance of a business license and the establishment opening for business:

- Anyone wishing to open a new business must apply to the Zoning Office for zoning approval and completion of a Certificate of Ownership. The Certificate of Ownership, which establishes the business name, must be obtained from the Town Clerk's Office and must have the approval of the Zoning Official. Upon completion, the Certificate of Ownership will be recorded in the Town Clerk's Office. There is a \$10 fee for recording the document.
- A license worksheet must be obtained, completed and returned to the Town Clerk's Office with the appropriate fees, after which an application and a referral sheet will be issued. Upon completion, the applications will be placed on the next available Licensing Board agenda, if required. It is recommended that application be made several months prior to the planned opening of the business.
- All licenses are granted subject to approval of proper authorities (i.e. Chief of Police, Building Official, Fire Chief, Recycling Coordinator, etc.). The proper authorities listed on the referral sheet must inspect, approve and affix their signature to the referral sheet. **It is the applicant's responsibility to schedule appointments and to obtain the approval of the proper authorities.**
- A state sales tax permit number is required (**Division of Taxation - 222-3149**).
- The Town Clerk's Office will forward referrals to the Town Manager as Director of Public Safety, the Tax Collector, the Chief of Police. The applicant will be notified if approval is unable to be obtained from any of the aforementioned proper authorities.
- Applications to be "referred to the Licensing Board", as designated on the worksheet, will be submitted to the Licensing Board at the next available meeting for consideration. Those applications requiring a public hearing will be ordered advertised for a hearing to take place at the following month's meeting. **Applicants are required to pay the advertising cost and liquor license applicants are required to appear at the public hearing.**
- Upon approval of the Licensing Board and receipt of the "Referral Sheet" signed by the appropriate authorities, the license will be issued by the Town Clerk.
- The Town Clerk is authorized to issue all licenses designated on the worksheet as "Issued by Town Clerk" without Licensing Board approval, pending approval by all appropriate authorities and compliance with applicable town ordinances.

Applicants seeking a special event license, which involves the preparation, service and sale of food, must apply to the **Department of Health Division of Food Protection (222-2749)** for approval no later than two weeks prior to the event. For use of town recreational facilities, applicant must contact the Recreation Department for approval. For parades, walk-a-thons, etc., applicant must contact the Department of Public Works at 401-348-2587.

## RENEWAL LICENSE PROCEDURES

### ALL LICENSES EXPIRE DECEMBER 1<sup>ST</sup>.

The Licensing Board of the Town of Westerly meets at 9:30 a.m. on the second Thursday of each month.

The following criteria must be met prior to the issuance of a business license:

- The licensee will be mailed a renewal application and a referral sheet in August.
- The application and fee must be received by the Town Clerk's Office prior to October 1<sup>st</sup>.\*
- The referral sheet must be submitted to the Town Clerk's office upon completion by proper authorities (year round – prior to December 1<sup>st</sup>; seasonal – within sixty days of opening).
- **IT IS THE LICENSEE'S RESPONSIBILITY** to schedule appointments for inspections and to obtain approvals from the proper authorities listed on the referral sheet.
- The Town Clerk's Office will forward referrals to the Tax Collector and the Chief of Police. The licensee will be notified if approval is unable to be obtained from any of the aforementioned proper authorities.
- Establishments that open for a twelve-month period must schedule appointments for inspections prior to December 1<sup>st</sup>.
- Establishments that are closed for a portion of the year must schedule appointments within 60 days of re-opening.

\*Applications that require a public hearing will be submitted to the Licensing Board at the October meeting to be ordered advertised for a hearing to take place at the November meeting. For establishments that are open year-round, inspections must be completed and referrals must be submitted to the Town Clerk's Office to be available to the Licensing Board for the public hearing. For establishments that are opened for less than a twelve-month period, inspections must be completed and referrals must be submitted to the Town Clerk's Office within sixty days prior to opening. **Applicants are required to pay the advertising cost and liquor license renewal applicants are no longer required to appear at the public hearing.**