

Applying for an Educational Institution (with alcohol) License

You must obtain a license from the Licensing Commission to operate an educational institution that serves alcohol.

TIMELINE AND TERM:

- Submit a complete application at least 4 weeks before the next Licensing Commission meeting. The application is not complete until all questions are answered and all required documents are uploaded.
- The Commission meets once per month, but not at all in December. The Commission schedule is posted online.
- The license expires on December 31 of the year the license is approved. License fees are not pro-rated.

APPLICATION CONDITIONS:

- You must apply online on the City's website.
- You must also apply online on the ABCC's website: <http://www.mass.gov/abcc/>.
- You must have paid all taxes, fees or fines owed to the City of Somerville and to the State.
- The premises must be suitable pursuant to the zoning code.
- The premises must be satisfactorily inspected by building inspectors, health inspectors, and fire inspectors.
- You must reach out to the Ward Alderman to discuss your business plan. The Ward Alderman will inform you if any community meetings are required.
- You must appear at a public hearing before the Licensing Commission.
- Your manager must receive under-age drinking education from the city's Department of Health and Human Services after the application is approved.

FEES:

- A \$200 nonrefundable application fee must be paid upon submission of the application.
- The cost of publishing a Legal Notice prepared by the Licensing Commission Secretary must be paid upon receipt of the bill from the newspaper.
- A \$200 State fee must be paid online to the ABCC after the application is approved.
- An annual Common Victualler license fee of \$300 must be paid after the application is approved.
- A first-time license fee of \$2,000 must be paid after the application is approved.
- An annual license fee of \$3,500 must be paid after the application is approved.
- If your educational institution offers the following, an annual license fee must be paid as indicated, after the application is approved:
 - Entertainment by devices \$ 250
 - Entertainment by performers \$ 250
 - Entertainment by patrons \$ 250
 - Service on a private patio \$ 100
 - Service on a public patio \$ 165 - license issued by the Board of Aldermen
 - Opening 10AM-11:59AM Sundays \$ 100
 - Opening to 2AM weekends \$1,000 - available after one year of licensure
- Fees may be paid online using a credit card (Visa, Mastercard, Discover), debit card, or electronic funds.
- Fees may be paid in person or by mail using a check only (payable to City of Somerville). Cash is not accepted.
- A \$25 fee must be paid for checks or electronic payments that are returned unpaid.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- A Workers' Compensation Insurance Affidavit (downloadable when you apply) or proof of WC Insurance.
- A signed Purchase and Sale agreement, lease, or other documentation of your access to the premises.
- A floor plan drawn to scale, showing all dining rooms, tables, chairs, cooking facilities, and storage.
- A menu with pricing information.
- A CORI form (downloadable when you apply) for the manager and each owner, partner, trustee, or officer.
- A Certification of Posting of Public Notice.
- When directed by the Licensing Commission Secretary, an Affidavit of Notice of Mailing to Abutters and Others with respect to the public hearing.

HOW TO APPLY:

Before you begin:

- Note that once you submit your application, you can't re-open it to edit it.
- Make sure you have entered all of your information properly before you click "SUBMIT."
- If you start your application and are not ready to submit it, you can always click "SAVE FOR LATER", and come back to it at a later time.

When you are ready:

- Go to <http://www.somervillema.gov/citizenserve>.
- Click "APPLY FOR A LICENSE."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- At License Type, select "LICENSING COMMISSION LICENSE."
- At Sub Type, select "EDUCATIONAL INSTITUTION (WITH ALCOHOL)."
- At Business Name, enter your business name.
- At Address or Parcel #, enter the street address of the business you want to open, and click "FIND ADDRESS." Make sure CitizenServe accepts the address as valid. If it doesn't, contact the Licensing Commission Secretary.
- OR
- If you are asked "Is this application for a new or existing business location?":
 - Select "A NEW BUSINESS LOCATION" if this is your first application at this location.
 - Enter the address of the business you want to open, and click "FIND ADDRESS." If CitizenServe cannot find your address, contact the Licensing Commission Secretary.
 - OR
 - Select "AN ADDITIONAL LICENSE FOR AN EXISTING BUSINESS" if you've been licensed at that address before.
 - At License #, select a license you've received at that address before.
- Answer the remaining questions.
- Upload any Required Documents
- Review the terms and conditions. Don't proceed until you are ready to accept all terms and conditions.

When you finish:

- Before you click "SUBMIT", note that once you submit the form, you can't re-open it to edit it. If you're not ready to submit the form, click "SAVE FOR LATER", so you can come back to finish it.
- If you're ready, "SUBMIT" the form, and pay the required application fee.
- To make changes to your application after you submit it, contact the Licensing Commission Secretary.

QUESTIONS?

- Contact the Licensing Commission Secretary at 617-625-6600 x4108, licensing@somervillema.gov, City Clerk's Office, Somerville City Hall, 93 Highland Avenue, Somerville, MA, 02143.