

## Applying to Amend a Licensing Commission License

Use the online form to submit an application to the Licensing Commission to amend your current Licensing Commission license. This form is valid for the following amendments:

- Transfer of a License
- Transfer or Issuance of Stock
- Pledge of License or Stock
- New Stockholders
- New Officers or Directors
- Change of Corporate Name
- Change of DBA Name
- Change of Manager
- Change of Location
- Alteration of Premises
- Addition or Alteration of Outdoor Seating
- Change of Hours
- Change of License Type
- Change of Cordial and Liqueur Service

If you have questions, contact the Licensing Commission Secretary.

### **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 amendment, if approved, will not extend the term of the license, which expires on December 31.

### **APPLICATION CONDITIONS:**

- You must apply online.
- If you sell or serve alcohol, 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.
- Depending on the amendment(s) you are seeking, your application may be subject to the same conditions your application was originally subject to:
  - The premises may need to be found suitable pursuant to the zoning code.
  - The premises may need to be satisfactorily inspected by building, health, and fire inspectors.
  - A new manager may need to receive under-age drinking education from the city's Department of Health and Human Services after the application is approved.
  - A new manager, owner, partner, trustee, or officer may need to pass a CORI screen.
  - You may need to reach out to the Ward Alderman to discuss your amendment. The Ward Alderman will inform you if any community meetings are required.
  - You must appear at a meeting of the Licensing Commission to answer questions about your application.

### **FEES:**

- If you sell or serve alcohol, you must pay a \$200 nonrefundable application fee upon submission of the application.
- If you don't sell or serve alcohol, you must pay a \$50 nonrefundable application fee upon submission of the application.
- You may need to pay a \$200 ABCC fee after your license is approved.
- 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:**

Depending on the amendment(s) you are seeking, the City may require that you upload the following documents as part of your application, and will not process your application until they are included:

- A floor plan drawn to scale, showing all dining rooms, tables, chairs, cooking facilities, storage, etc.
- A menu with pricing information.
- A CORI form (downloadable when you apply) for each new manager, owner, partner, trustee, or officer.

**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, click "SAVE FOR LATER" and come back to it later.

When you are ready:

- Go to <http://www.somervillema.gov/citizenserve>.
- Click "APPLY FOR A LICENSE" and log in.
- At License Type, select "LICENSING COMMISSION LICENSE AMENDMENT."
- At Business Name, enter your business name.
- At "Is this application for a new or existing business location?" select "AN ADDITIONAL LICENSE FOR AN EXISTING BUSINESS."
- At License #, be sure to select the license you're seeking to amend.
- 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.
- 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](mailto:licensing@somervillema.gov), City Clerk's Office, Somerville City Hall, 93 Highland Avenue, Somerville, MA, 02143.