



Licensing Board for the City of Boston

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

Telephone: (617) 635-4170 | Facsimile: (617) 635-4742

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INSTRUCTIONS FOR A NEW COMMON VICTUALLER (CV) WITHOUT ALCOHOL LICENSE

(Revised 3/2023)

1. Please complete and submit this form with **all** of the documents from the checklist below. **Incomplete or illegible applications will NOT be accepted. Once completed, you may email it to LicensingBoard@boston.gov and Nancy.Mickiewicz@boston.gov.**
2. CV Application Process:
 - a. If your current location/ address **does not already** have a Licensing Board approved CV (without Alcohol) license, you will need to attend a public hearing before the Licensing Board and contact your Neighborhood liaison to schedule an abutters meeting (www.bit.ly/bostonons). Upon completion of the abutters meeting, you may submit this application with the required documents listed on the checklist below. The Inspection Certificate and Place of Assembly permit may be submitted later.
 - b. If the location/address that you are applying for **already has** a Licensing Board approved CV (without Alcohol) license and you are not making any changes then a public hearing and abutters meeting **will not** be required. You will be required to submit all of the documents from the checklist below.
3. **Please do not send license fee payments until instructed by Licensing Staff.** Annual CV license fee: \$100 base fee plus \$1 per capacity/seat. If take out only (no seats), \$210.
4. CV (without Alcohol) licenses must be renewed by the end of October. Failure to renew may result in an administrative hearing before the Board and the suspension or revocation of the License. **Late renewals will incur a double license fee payment.**

Application Checklist (Required)

- A signed copy of the lease agreement (in the Applicant's name/ Entity's Name) **OR** agreement to lease signed by landlord and tenant **OR** a deed
- A valid Inspection Certificate*
- A valid Place of Assembly Permit (Capacity of 50 or more people)*
- A Certificate of Occupancy (If takeout only with 0 seats **OR** if location has not been previously licensed with a Common Victualler license)
- An 8 ½ x 11 floor plan with basic layout of the premise
- A completed **personal information form(s)** for **all** owner(s), shareholder(s), officer(s), manager(s), and person(s) with a financial interest in the business.
- Businesses except for sole proprietor should submit a printout of the **Business Entity Summary screen** from the Massachusetts Corporations Division:
(<https://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx>)

APPLICATION FOR COMMON VICTUALLER (WITHOUT ALCOHOL) LICENSE

PART 1: BUSINESS ORGANIZATION

1. Name of Applicant (Individual/Corporation): _____
2. Doing Business As (d/b/a): _____
3. Physical Business Address : _____
City: _____ State: MA Zip Code: _____
4. Business Phone No: _____
5. Business Tax EIN Number: _____
6. Business Contact Email Address: _____
7. Manager of Record: _____
8. Manager Phone No.: _____
9. Is this business a franchise? Yes No
10. What is the expected opening date? _____
11. Description of Premise (ex. On what floor(s)? How many rooms? Where is the kitchen/storage? Patio?): _____

12. Total Square Footage: _____ sq. feet
13. No. of Egresses (Entrances/Exits): _____
14. Is this takeout only? (Ex. 0 seats) Yes No
15. Seating capacity of the premise: _____
16. Hours of Operations (Specify days of week along with the opening and closing hours):

17. Are you requesting the use of an **outdoor patio**? Yes No (skip to question #17)
 - a. If yes, what type of property is the patio located? Private Public Both
 - b. When will the patio be in use? Please specify the months. _____
 - c. Capacity of the patio: _____
 - d. Patio hours of operation: _____
 - e. If the patio is on private or public property, it should be specified on the Inspection Certificate and Place of Assembly permit (if over 50 capacity).
 - f. If the patio is on public property, a permit from the Public Improvement Commission (PIC) will be required. Do you have a permit from PIC?

Yes (**please attach PIC approval**) No
 - g. Please note that Licensing Staff will be in contact with you regarding the legal notice procedures including the \$170 advertising fee which you will pay directly to the Boston Herald and the notification of direct abutters.

18. Was there a Common Victualler (without Alcohol) license held at this address previously? Yes No

a. If yes, please list the business name and license number (ex. LB-123456): _____

19. Attorney's Name: _____

20. Attorney's Phone No.: _____

21. Attorney's Address: _____

22. Attorney's Email: _____

23. 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

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the answers contained in this application are true to the best of my knowledge and belief, and that there are no other indirect interests in this license other than those indicated in this application. I affirm that I have read and understand the instructions provided.

SIGNATURE OF APPLICANT: _____ DATE SIGNED: _____

PRINT NAME: _____

For the Board's Official Use Only

GRANTED REJECTED

Restrictions/Conditions: _____

PERSONAL INFORMATION FORM

Instructions: All owner(s), shareholder(s), officer(s), manager(s), and person(s) with a financial interest in the business must submit a copy of this form.

Entity Name: _____

Premise Address: _____

Your Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Work Phone No.: _____

Cell Phone No.: _____

Date of Birth: _____

Your title as it relates to the business/license: _____

Describe your interest in the business/license: _____

Place of current employment: _____

Employment for the last five years:

Dates	Position	Employer	Employer Address

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the answers contained in this application are true to the best of my knowledge and belief, and that there are no other indirect interests in this license other than those indicated in this application.

SIGNATURE OF APPLICANT: _____ DATE SIGNED: _____

PRINT NAME: _____



City of Boston
 Mayor Michelle Wu
 Licensing Board

Commissioners:
 Kathleen M. Joyce, Chairman
 Keeana S. Saxon
 Liam P. Curran

Executive Secretary:
 Daniel R. Green

EMERGENCY CONTACT INFORMATION FORM

Each licensee must complete and submit this form. **Please note the application will not be accepted without this form completed in its entirety.** Each Licensee must provide emergency contact information for an individual with control over the licensed premise. This information will be utilized by the Licensing Board for the City of Boston (the “Board”) and the Boston Police Department in the event of an incident at the licensed premise.

NOTE: THE PHONE NUMBER FOR THE LICENSED PREMISE CAN NOT BE USED AS THE EMERGENCY CONTACT INFORMATION. A CELLULAR PHONE NUMBER FOR AN INDIVIDUAL WITH CONTROL OVER THE LICENSED PREMISE MUST BE PROVIDED.

NAME OF LICENSEE: _____

DOING BUSINESS AS: _____

ADDRESS OF LICENSEE: _____

EMERGENCY CONTACT: _____

POSITION OF EMERGENCY CONTACT: _____

ADDRESS OF EMERGENCY CONTACT: _____

HOME PHONE OF EMERGENCY CONTACT: _____

CELL PHONE OF EMERGENCY CONTACT: _____

EMAIL OF EMERGENCY CONTACT: _____

DOES THE LICENSED PREMISE HAVE SECURITY CAMERAS? YES, How many? _____

NO

CM FORM 16

WAGE THEFT PREVENTION

The City of Boston has established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide the following certifications or disclosures with their bids/proposals. Failure to provide the following shall result in rejection of the bid/proposal.

CERTIFICATION

The undersigned certifies under penalties of perjury that the vendor is in compliance with the provisions of the Executive Order titled "Establishing Requirements for City Contracts in an Effort to Prevent Wage Theft," as currently in effect. **All Vendors must certify the following:**

1. Neither this firm nor any subcontractor has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c149, c151, or the Fair Labor Standards Act within three (3) years prior to the date of this bid/proposal submission.
2. This firm, or a subcontractor of this firm, has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c149, c151, or the Fair Labor Standards Act within three (3) years prior to the date of this bid/proposal submission and such documentation is included in the bid/proposal submission.
3. Any federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c149, c151, or the Fair Labor Standards Act imposed while any bid/proposal is pending and, if awarded a contract, during the term of the contract, will be reported to the Official within five (5) days of receiving notice.
4. Vendors awarded a contract that have disclosed a federal or state criminal or civil judgment, administrative citation, final administrative determination, or order resulting from a violation of G.L. c149, c151, or the Fair Labor Standards Act within three (3) years prior to the date of this bid/proposal, or during the term of the contract and through the contract term shall furnish their monthly certified payrolls to the Official for all employees working on such contract and may be required to obtain a wage bond or other suitable insurance in an amount equal to the aggregate of one year's gross wages for all employees. Vendors subject to a state or

federal debarment for violation of the above laws or prohibited from contracting with the Commonwealth are prohibited from contracting with the City, and upon a finding or order of debarment or prohibition, the City may terminate the contract.

5. Notice provided by the City, informing employees of the protections of the Order and applicable local, state, and federal law will be posted in conspicuous places.

(Typed or printed name of person signing quotation, bid or proposal)

Signature

(Name of Business)

Instructions for Completing CM Form 16:

A vendor must check box 1 or box 2 as applicable and must sign this Form, certifying compliance with the requirements set out in this Form. This Form must be included with the bid or proposal, and for multi-year contracts must be completed annually on the contract anniversary.

Pursuant to the above mentioned Executive Order, vendors who have been awarded a contract with the City of Boston must post the Massachusetts Wage and Hour Laws notice informing employees of the protections of G.L. c. 149, c. 151, and the Fair Labor Standards Act in conspicuous places. This notice can be found at:

<http://www.mass.gov/ago/docs/workplace/wage/wagehourposter.pdf>