



City of Boston
Mayor Michelle Wu
Licensing Board

Commissioners:
Kathleen M. Joyce, Chairman
Keeana S. Saxon
Ava C. Concepcion
Board Secretary:
Daniel R. Green

2027 Annual Pool, Billiard, and Bowling Alleys Renewal Instructions

Please read these instructions carefully. You may visit www.boston.gov/licensing for updates.

1. PAY YOUR RENEWAL FEE

Online payment is preferred. See the reverse side for additional payment instructions. Online payment: bit.ly/paylicense2 (case-sensitive) or [scan the QR code](#). You will need your license number (LB-#####) located on the enclosed application or three tiered invoice.



PAYMENT SITE

2. GATHER AND FILL OUT ALL REQUIRED DOCUMENTS

Required by November 30, 2026

- ☐ Renewal Payment
- ☐ 2027 City of Boston Pool/Bowling Renewal Application (enclosed)
- ☐ Wage Theft Certification Form - only check **one** box (enclosed)

Important: Complete all fields and sign the City application. **Only** a person whose name is listed on the application may sign it (manager or officer).

Required before the license can be issued in December

- ☐ Building Inspection Certificate with 2027 expiration
 - Required for all premises with an occupancy capacity of 50 or more.
 - Required for all premises where alcohol is served or consumed, regardless of occupancy capacity.
- ☐ Place of Assembly permit with 2027 expiration (50 and over occupant capacity only)

3. COMPLETE THE ONLINE RENEWAL FORM

Submit all the documents from #2 (above) on the online form. A Google account (Gmail) will be required to submit documents. It is free to sign up.

Renewal period: November 1–30, 2026

Renew online: bit.ly/renewpool2027 (case-sensitive) or [scan the QR code](#).

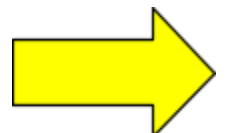
Do not email or mail your renewal application. It will not be accepted. All renewals **must be submitted on the online form.**



2027
Billiards & Bowling
Renewal Form

4. WATCH YOUR EMAIL

Google Forms will send an automatic confirmation with a copy of your form submission. Licensing staff will email you from RenewAlcohol@boston.gov with an update within two weeks. Check your spam folder. If staff request missing documents or payment, **reply directly to that email. Do not submit a second application on the online form.**



5. PICK UP YOUR 2027 LICENSE

License pick-up period: December 7–31, 2026

Once your application has been deemed complete, you will receive a confirmation email from RenewAlcohol@boston.gov. Bring this email when picking up your license. Anyone authorized by the business may pick up the license. **Licenses will not be emailed.**

FAILURE TO RENEW BY NOVEMBER 30

Failure to file the renewal application and to pay the renewal fee by November 30, 2026, will result in a **late fee of \$10/month and/or the suspension or cancellation of the license**. Pool/Billiards or Bowling may not be operated in 2027 without a 2027 license posted on the premises.

PAYMENT OPTIONS

1. ONLINE — PREFERRED — BY CHECK, CREDIT, OR DEBIT CARD

Pay here: bit.ly/paylicense2 (case sensitive) or [scan the QR code](#).

Enter your license number (LB-#####) located on the enclosed application.

Service Charge: None for checks/EFT, 2.75% fee for credit/debit cards.

Rejected payments: \$25 fee, or 1% if the payment exceeds \$2,500.

Paying for multiple licenses? Double-check the total before completing payment. Remove duplicate charges by clicking the “X” next to the extra charge. Call 617-635-4170 for assistance.



PAYMENT SITE

2. BY MAIL — CHECK ONLY

Make checks payable to the **City of Boston**. Include your license number and business name on the memo line.

Mail to:

Boston City Hall
1 City Hall Square, Room 809
Boston, MA 02201

3. IN PERSON

Cash: Bring the enclosed three-tiered invoice to City Hall (Window M-8) on the Mezzanine Level.

Check: Pay at City Hall, Room 809. Make checks payable to the City of Boston and include your license number and business name on the memo line.

Credit/debit card: Pay in Room 809. A 2.75% service charge applies.

Rejected payments: \$25 fee, or 1% if the payment exceeds \$2,500.

NEED HELP?

Email us at RenewAlcohol@boston.gov.

Visit Boston City Hall, Room 809, Monday–Friday, 9:00 a.m.–4:30 p.m. Staff can assist you with the online form by our office tablets.

The office is closed November 11 and November 26, 2026.