Liquor Licenses - (*General* steps/requirements for getting a liquor license, which may vary by municipality)

A **Liquor License** is required in order to sell beer, wine, and/or spirits at your location. You'll need to apply for a liquor license from the applicable city or town, if available. Many cities and towns have a limited number of liquor licenses, so in some areas, you may not be able to get a new license if the quota has been filled. Check with the municipality.

A. **NEW** Liquor License – *general requirements*:
   - Liquor License application
   - Zoning Conformance (submit application request)
   - Police Background Check
   - Seating Plan
   - Parking Plan
   - Menu
   - Payment of applicable filing fees for zoning certificate, fire inspection, police background check, advertising of application, and 200' radius plan and abutter notifications.
   - Insurance – Certificate of Liability is required. (minimum of $300,000 liquor liability)

B. **Transfer** of Liquor License – *general requirements* **(change of owner or location)**
   - Liquor License application
   - Liquor License Transfer Application (need signature of ***previous*** owner)
   - Zoning Conformance (application request)
   - Police Background Check
   - Seating Plan
   - Parking Plan
   - Menu
   - Payment of applicable filing fees for zoning certificate, fire inspection, police background check, advertising of application, and 200' radius plan and abutter notifications, if applicable.
   - Insurance - Certificate of Liability is required. (minimum of $300,000 liquor liability)

   For both new and transferred liquor licenses: A Public Hearing will be held by City/Town Council to review the license application. A notice of the public hearing must be advertised in a local newspaper once a week for two weeks. A notice may also be sent by mail to owners of property within 200 feet of the proposed location. The applicant is responsible for the costs associated with the newspaper and mailed notices, if applicable.

Applicant **must** attend the Public Hearing before the City/Town Council to answer any questions that they may have.

The City/Town will notify the applicant of a decision and any outstanding items needed

A municipality may hold a liquor license and not issue it pending receipt of:

- RI Department of Health Food Business inspection and approval
- Secretary of State's Office - "Certificate of Good Standing"
- RI Division of Taxation Retail Sales Tax Permit
- RI Division of Taxation, "Letter of Good Standing"
- Insurance – Certificate of Liability is required. (Minimum of $300,000 liquor liability)
- Alcohol Awareness training for owners and employees
- Local Fire Inspection
- Zoning Inspection
- Payment of Licensing Fees

C. Applicants for a liquor license should:
   - Fill out applications/forms and pay fees
   - Obtain RI Department of Health Food Business inspection and approval
   - Obtain RI Division of Taxation Retail Sales Tax Permit
   - Obtain RI Division of Taxation, "Letter of Good Standing"
   - Obtain Local Fire Inspection
   - Obtain Zoning Inspection
   - Pay Licensing Fees

   Also, you may be required to provide information about applying for an Employer Identification Number (EIN), getting Alcohol Safety/Awareness Training, Crowd Safety Training, and obtain a sewer permit.