

License Period _____

Town of Provincetown LICENSE APPLICATION

Date _____

New Application* Renewal** Transfer Amend

The undersigned hereby applies for a License to conduct business in the Town of Provincetown in accordance with the Statutes of the Commonwealth of Massachusetts and subject to the Rules and Regulations of the Licensing Authorities.

Name of applicant/Corporation
(Notify Licensing Agent of any changes) _____

Address of Applicant/Corporation _____

Home phone # _____ Cell phone # _____

D/B/A _____

Business Address: _____ Business phone # _____

Mailing Address: _____

Name of Property Owner: _____ Length of Lease: _____

Map-Lot #: _____ Floor plans attached: _____

License Type: _____ Annual Seasonal

If this application is for a restaurant/bar/club, would you like permission to extend operating hours until 2AM on New Year's Eve? Yes No

Grease trap pumping dates: _____ Monitor? Yes No
(must show proof of pumping)

Number of units or rooms: _____ Max. number of guests: _____

Seating capacity: _____ Note changes if any: _____

Entertainment: Weekday Sunday Does it include nudity as described in MGL Chapter 140 Section 183A?
Yes No *(If yes, please furnish further information concerning the entertainment)*

NOTICE

Pursuant to the acceptance of Chapter 640, Acts of 1985 of the Massachusetts General Laws, by the Town, the Town of Provincetown may deny application for, or revoke or suspend any local license or permit, including renewals and transfers, issued by any Board, officer, department, for any person, corporation, or business enterprise, who has neglected or refused to pay local taxes, fees, assessments, betterment's or any other municipal charges.

Any misstatement in this application, or violation of the applicable town bylaws or regulations, shall be considered sufficient cause for the refusal, suspension, or revocation of the license.

I warrant the truth of the foregoing statement under the penalty of perjury.

Building Inspector/Zoning Officer

Signature of applicant

Electrical Inspector

FID or S.S.#

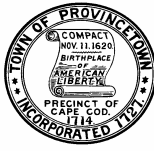
Fire Chief

Email Address

Health Agent

Tax Collector

*Some new licenses may be subject to ZBA Approval. All new applicants must also provide the following: Articles of Organization/Business Certificate, W-9, Business Hours & Operation Update Form. **All renewals must fill out Renewal Affidavit. All applicants must provide Worker's Comp. Affidavit or Certificate of Insurance and Tax Affidavit. Any business selling any food, candy, or snacks must fill out a Food Service Application.



Check List

All documentation must be turned in to the Licensing Department with the completed application form and check made payable to The Town of Provincetown. Notify the Licensing Agent of any and all changes.

Did you....

1. Get Zoning Board Approval (if applicable)?
2. Obtain a State Transient Vendor License (www.Mass.gov) (Seasonal Retail, Sole Proprietor)?
3. Fill out a [W-9 Form](#)?
4. Sign a [Tax Affidavit](#)?
5. Provide a Copy of Articles of Organization ([Secretary of State](#)) or Business Certificate ([Town Clerk](#))?
6. Provide [Worker's Comp. Affidavit](#) or Certificate of Insurance?
7. Fill out [Business Hours & Operation Update Form](#)?
8. Provide a Copy of Your Floor/Site Plan?
9. Provide a Copy of a Fire Inspection Report from your electrician (if applicable)?
10. Contact the Licensing Agent to Schedule an Inspection (dvanalstyne@provincetown-ma.gov)?
11. Meet with the Licensing Board for Approval (if applicable)?
12. Obtain a signed, notarized [Request to Transfer License](#) (Transfers only)?

Please contact the Licensing Agent if you have any questions
508.487.7000 Ext. 535

