



Town of East Greenwich
Town Clerk's Office

125 Main Street
P.O. Box 111
East Greenwich, RI 02818
(401) 886-8605

August 20, 2019

Dear Business Owner,

This is a courtesy letter to remind you that your current business license will expire on December 1, 2019. **In September, you will receive renewal paperwork from the Town Clerk's office. You are responsible for timely filing your application whether or not you receive the forms in the mail.** There are several overlapping state and town requirements, so in order to process your renewal in a timely manner, please note the following:

State and Local Taxes:

You are responsible for contacting the Collections Clerk at the Finance Office to confirm that all Town taxes, liens and/or assessments are current. To inquire about the status of your Town taxes, liens and/or assessments, please call (401) 886-8612 (option1). **Applications will not be accepted if any payments are past due.**

You will also receive paperwork from the State's Division of Taxation with a deadline of November 1st so please do not delay in processing it. **The renewal of your business license is contingent upon the Division of Taxation providing the Town with a Certificate of Good Standing that taxes due the State have been paid.** The Division of Taxation is located at One Capitol Hill in Providence or by phone (401) 574-8941 or on the web at www.tax.ri.gov.

RI Department of Health:

You must also maintain an active license from the Rhode Island Department of Health (401) 222-7711, and you should include a copy with your application. **Without this license, you cannot receive any local victualing or alcoholic beverage license.**

Insurance Requirements:

Effective August 1, 2017, any applicant or holder of a retail license for the sale of alcoholic beverages, except Class F, is required to file a certificate of insurance and maintain commercial general liability insurance as a condition of holding a retail license. Insurance coverage shall be no less than \$300,000. [RIGL 3-7-29]

Building Inspector and Fire Marshall Inspections:

Annual inspections are required by the Town's Building Inspector (401) 886-8618 and Fire Marshal (401) 886-8693. They have already been inspecting many of your establishments, but if you are not sure that such inspection has been completed, please contact them.

Seating and Standing Capacity Plans Required:

State law requires that you provide an up-to-date site plan and/or floor plan showing all areas where you propose to **sell/serve/store** alcohol. The Town also requires such plans and the plans must show ALL seats and tables, and standing capacity for all areas, inside and outside if permitted. If the capacity of an area is flexible, such as tables being removed for a larger standing room crowd for entertainment, then you must submit TWO or more plans, one for each layout. **Such plans must be to scale and accurate. Illegible plans will be rejected and your application will not be processed. Please note that the Town will be carefully examining such plans to insure compliance with zoning capacity (see below).**

Legal Seating/Standing Capacity and Zoning Compliance – Parking Documentation Required:

Your legal capacity is NOT NECESSARILY the same as your fire code capacity as posted on a placard by the Fire Marshal, but is determined by other elements such as available parking spaces and restrictions imposed by previous zoning board decisions. Please provide a plan, drawn to scale, showing all dedicated parking spaces, whether on the same lot as your establishment or not. If any of this dedicated parking is on leased land or via an easement, submit a copy of the lease or easement. Also, if you are required by the Zoning Board to provide valet parking, a fully signed contract for the period from December 1, 2019 to November 30, 2020, must also be submitted with your application

For any offsite parking, whether via easement, lease, or valet, such document must contain the specific number and location of spaces provided, and the following language: “If this [easement/lease/licensing agreement] is amended, modified, or terminated for any reason whatsoever, it is an affirmative obligation of both parties to notify the Town, via the Town Clerk, within 10 days of notice of amendment, modification, or termination or within ten days of the amendment, modification, or termination itself, whichever is sooner. Failure to do so shall be deemed a violation of the Zoning Ordinance and Victualing, Alcoholic Beverage, and Entertainment Licenses (as may be applicable).”

Entertainment License Requirements:

If you are also seeking renewal of an entertainment license, you must provide a narrative description of the type of entertainment to be provided, live bands vs. disc jockey; whether amplification will be utilized; and the specific days and hours when you desire to provide such entertainment. **Please note that legal capacity and noise or quality of life complaints will be reviewed in depth by the Town Council.**

If you have any questions or need further assistance, please contact Elaine Vespia at (401) 886-8603 or evespia@eastgreenwichri.com. You may also contact the Town Solicitor, Andy Teitz, at (401) 331-2222 or andyteitz@utrlaw.com.

Thank you,

Leigh

Leigh A. Carney, CMC
Town Clerk