



## VICTUALING LICENSE APPLICATION CHECKLIST AND FACT SHEET

Applicant: \_\_\_\_\_ License # \_\_\_\_\_

<b>TAXES</b> - Confirmation by the Richmond Tax Collector that taxes and fees on the business location are current.	
<b>BUILDING INSPECTION</b> – <i>FOR NEW OR SUBSTANTIALLY RENOVATED BUILDINGS ONLY</i> Certificate of Use and Occupancy from Building Official	
<b>ZONING</b> – <i>FOR NEW LICENSES OR NEW LOCATIONS ONLY</i> - Confirmation by the Richmond Zoning Enforcement Officer that the use is allowed at the proposed location.	
<b>R. I. DEPT. OF HEALTH</b> – Copy of permit to operate a food service establishment	
<b>LICENSE FEE:</b> \$25	

### Who must obtain this license

Under state law, a "victualing house" is a business where food is prepared and/or consumed on the premises, whether or not it has a dining area. "Food" includes coffee prepared and sold by the cup, iced soft drinks, foods heated in a microwave oven, and prepackaged foods such as candy.

### License term

The license expires on December 1 and must be renewed annually.

### License requirements

A victualing license is issued to a business for a particular location. The license cannot be transferred to another business or another location. If the business changes ownership, or moves to a new location, it must get a new victualing license.

A business with a victualing license cannot remain open later than 2:00 a.m. or open earlier than 6:00 a.m. unless it also has an additional hours victualing license.



### VICTUALING LICENSE APPLICATION

Name of restaurant or other business:
Owner of business: Name: Address: Telephone number(s):
Person responsible for the daily operation of business: Name: Address: Telephone number(s):
<i>Days and hours business is open:</i>
<i>What part of the building is used for preparation and consumption of food?</i>
<i>Does this business hold a license to serve alcoholic beverages?</i>

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OFFICE USE ONLY

Date of Town Council approval	Date license issued
Fee paid:	Date license expires
License issued by:	