



Town of East Greenwich Permit and License Worksheet

Checklist for Businesses: Permits or licenses issued through the Town Clerk's Office. Please come to the Town Clerk's Office, 125 Main St 2nd Floor to get all needed application forms. All applications should be completely filled out and signed by the applicant.

Beverage Licenses – Expire annually December 1st – you will need the following items.

- Beverage application form
- Victualing application form
- Transfer application (if transferring from another owner)
- Fees vary depending on type of license
- Needs to be advertised (this will be done by the Town Clerk's Office)
- If new license – owner needs to attend council mtg
- Business owner needs to contact the following – health dept, building Inspector, fire inspector and division of taxation. Licenses will not be issued until all approvals are received.

Victualing Licenses – Expire annually December 1st – you will need the following items.

- Victualing application form
- Transfer application (if transferring from another owner)
- Fees -
- Owner needs to contact the following – health dept, building inspector and fire inspector

Entertainment Licenses – Expire annually December 1st

- Entertainment license application
- Fees – \$60

Extended Hours New Years Eve

- Application required
- No fee

Pool Table/Jukebox/Mechanical device – Expire annually September 1st

- Application required for each device
- Fee - \$50 per device

Laundry licenses – Expire annually July 1st

- Application required
- Fee - \$10.00

Second Hand Dealers – Expire annually May 1st

- Application required
- Application fee \$10 plus \$25
- Renewal fee \$25

Holiday Sales – Expire annually July 1st (not needed if you have a victualing license)

Allows a business to be open on July 4th, Victory Day, Labor Day, Columbus Day, Veteran’s Day, New Year’s Day and Memorial Day

- ___ Application required
- ___ Fee \$25

Drain Layer’s License – Expire annually February 1st

- ___ Application required
- ___ Include Certificate of Insurance \$100,000
- ___ Bond required \$3000
- ___ Fee \$50

Private Detective License – Expire 1 year from date of approval

- ___ Application to be completed in triplicate
- ___ \$5000 Bond Required
- ___ Must submit photos 2 – 2” x 2” and 1 1 ½ “ x 2”
- ___ Must be fingerprinted by police for BCI check
- ___ Fee \$150

Trade Name Certificate – This certificate registers the name of the business within the town of East Greenwich.

- ___ Application needs to be completed and notarized
- ___ One time fee of \$10

Amplified Sound Permits, Hawkers and Peddlers and Flower Vendor Licenses are all issued by the Police Department.

If your business is no longer in operation in the town of East Greenwich please fill out the following form and mail to the Town Clerk’s Office, PO Box 111, East Greenwich, RI 02818. This will assist us in keeping track of the businesses in town. Thank you for your cooperation.

Closed Business Form