



Town of East Greenwich

Permit and License Worksheet

Checklist for Business: Permits or Licenses are issued through the Town Clerk's Office. Please come to the Town Clerk's Office, 125 Main Street, 2nd floor to get all required application forms. All applications must be filled out completely and signed by the applicant.

If you are applying for a new business in a new location then you must go see the building official prior to applying for a business license.

Beverage Licenses – Expire annually November 30th – you will need the following items:

- Beverage License Application forms
- Victualing License Application Form
- Transfer Application (if transferring from another owner)
- Seating Plan (to scale)
- Parking Plan (to scale)
- Certificate of Liquor Liability Insurance
- BCI Check for all applicants
- Application fee will be paid with submission. License fees vary depending on the type of license and when license is issued/

Victualing Licenses – Expire Annually November 30th – you will need the following items

- Victualing Application Form
- Transfer application (if transferring from another owner)
- Seating Plan (to scale)
- Parking Plan
- Annual fees: \$75.00 regular license or \$100 extended hours license

Entertainment – Expire annually November 30th – Indoor Entertainment Only

- Entertainment application is combined with the Liquor License application
- Annual fee is \$60.00

Pool Table/Mechanical Device – Expire annually November 30th

- Application form required
- Annual fee is \$50 per device

Laundry License – Expire Annually July 1st

- Application form required
- Annual fee is \$10.00

Second Hand Dealer – Expires annually May 1st

- Application form required
- New Application fee \$10 plus \$25 license fee
- Annual fees \$25
- Must be advertised prior to Town Council meeting

Holiday Sales License - 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
- Annual fee \$25

Private Detective License – Expire 1 year from date of approval.

- Application form required
- Must supply an insurance bod with application
- Must include photos and a copy of driver's license
- Application will be sent for approval from Police Chief.
- Annual fee is \$150

Trade Name Certificate – This certificate registers the name of the business within the town of East Greenwich. It is not required to operate a business in the Town.

- Application form 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.