



TOWN OF OAK BLUFFS

Post Office Box 1327 • Oak Bluffs, MA 02557
Telephone 508-693-3554 • Fax 508-696-7736

OAK BLUFFS LICENSE RENEWAL **INSTRUCTION SHEET**

BUSINESS LICENSE RENEWAL APPLICATION:

- Fill in the Map and Parcel (required) portion at the top of the page;
- You must fill in **ALL** the information under the Business Name (please include an e-mail address);
- Please confirm pre populated information is correct – make necessary updates.
- Be sure to sign as applicant the “certification” at the bottom of the document;
- Fill in the Type of License and Dates Open/Closed;
- Attach a “**Floor Plan**. The Select Board would like an updated floor plan of the business(s), as changes may have been made since your initial opening. (It does not have to be a plan drawn by a surveyor/engineer, Please show the approved Occupancy and Seating) for your building.
- You **must** visit the Town Clerk’s Office and the Tax Collector’s Office to get their signatures on the document before submission; (your application will not be processed if blank)

CERTIFICATION OF STATE TAX COMPLIANCE:

- Please fill in **all** requested information.

WORKMEN’S COMPENSATION INSURANCE AFFIDAVIT:

- You **must** attach a copy of your Worker’s Compensation Policy Declaration page (showing the policy number and expiration date) if you have employees.



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CERTIFICATION OF INSPECTION APPLICATION FOR THE BUILDING AND FIRE:

- This document **must** be filled out in its entirety and submitted with your fee(s) at the time you sign the renewal;
- Very important that you fill in the Map and Parcel at the top;
- Please review the checklist preparing you for what to expect and provide when Fire, Building and Police visit your establishment, which is located on the back of the Inspection Application.
- Please fill in its entirety;

Appointment For Building and Fire Inspections:

- Contact Meg O'Connor at the fire department by phone 508-693-5380 or email fdofficeadmin@oakbluffsma.gov

CHECKS: Checks are due with your renewal application and it must include total amount. Fee schedule are listed below:

1. Alcohol Renewal Fee:	
Restaurant All Alcohol:	\$ 3535.00
Restaurant Beer and Wine:	\$ 2035.00
Package Store All Alcohol:	\$ 2385.00
Package Store Beer and Wine:	\$ 1785.00
2. Entertainment Weekday Fee:	\$ 100.00
3. Entertainment Sunday Fee:	\$ 400.00
4. Business License and/or Common Victualler Fees:	\$50.00
5. Building Inspection Fee:	\$ 50.00
6. Fire Inspection Fee:	\$ 45.00