



**Town of Richmond
Town Clerk's Office**

5 Richmond Townhouse Rd. Wyoming, RI 02898 (401) 539-9000 x 9

**Victualing License Application
Checklist and Fact Sheet**

	Confirmation	Date
Taxes: Confirmation by the Richmond Tax Collector that taxes and fees on business location are current, please contact taxcollector2@richmondri.gov or call 401-539-2130 (NOTE): 1 st Quarter must be paid).		
Building Inspection: FOR NEW OR SUBSTANTIALLY RENOVATED BUILDINGS ONLY: Certificate of Use of Occupancy is required from the Building Official. To schedule an inspection, please contact building@richmondri.gov , bpzclerk@richmondri.gov or call 401-539-2285 x 9684		
Zoning: FOR NEW LICENSES OR NEW LOCATIONS ONLY: Confirmation by the Zoning Officer that use is allowed at the proposed location. Please contact jjordan@richmondri.gov or call 401-539-2285 x 9649		
R.I. Department of Health: Copy of permit to operate a food service establishment. Visit http://health.ri.gov/foodwaterenvironment/		
License Fee: \$25 (paid at town clerks office)		
AFFIDAVIT OF COMPLIANCE: Per Richmond Code of Ordinances 5.04.030(b) An applicant for a license or permit must submit with the application or renewal an affidavit of compliance. The affidavit shall state that the business is currently in compliance with all town, state and federal statutes, ordinances, and regulations. Compliance with all town, state and federal statutes, ordinances and regulations shall be a continuing condition of the license or permit.		

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:

This 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 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.



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Victualing License Application

Name of Restaurant or other Business: _____

Owner of Business: _____

Address: _____

Phone Number(s): _____

Email Address: _____

Person Responsible for Daily Operation of Business: _____

Address: _____

Phone Number(s): _____

Email Address: _____

Days and Hours Business is open:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

What part of the building is used for preparation and consumption of food:

Does this business hold a license to serve alcoholic beverages: Yes / No

(Office Use Only)

Date of Town Council Approval: _____

Fee Paid: _____

License Issued By: _____

Date License Issued: _____

Date License Expires: _____

AFFIDAVIT OF COMPLIANCE

I _____ applicant for a _____ for
(Printed Name) (Type of License)

_____ do hereby make affidavit and say that to the best of
(Name of Business)

my knowledge and belief, the applicant is in compliance with all laws and regulations of the

United States, and the State of Rhode Island and is in compliance with all the ordinances of the

Town of Richmond.

Applicant Signature

STATE OF RHODE ISLAND
COUNTY OF _____

Subscribed and sworn to before me on this _____ day of _____ 20 .

Notary Public
My commission Expires: