

## **VICTUALING LICENSE APPLICATION PROCEDURES**

*Victualer: A restaurant, coffee shop, cafeteria, lunch cart, delicatessen, caterer, ice cream parlor, café, bar, luncheonette, tavern, sandwich stand, soda fountain and all other types of eating or drinking establishments.*

If you are applying for a new victualing license, a transfer and/or an expansion of an existing victualing license, or a catering license you must complete the following:

Complete in FULL all pertinent information on the victualing/catering and/or the transfer/expansion license applications.

Complete and File a Business Registration and Trade Name Certificate \$10.00 (for Trade Name).

Contact the State of RI Department of Health for inspection of the premises (277-2749). You must have an FSV (food service vendor) license with the State. The state will FAX an approval to the City Clerk's office after the process is complete with them. **(Including seasonal businesses)**

Obtain clearance from the City of Newport Tax Collector's office.

Submit 16 sets of Architectural Plans showing:

- a. Parking
- b. Square Footage
- c. Dumpster/Trash locations
- d. Dimensions
- e. Seating Arrangements
- f. Entrance & Exits
- g. Kitchen Layout

OR if the plans are on letter sized paper in black ink, ONE set is sufficient.

If you are an existing victualing establishment and you are applying for extended hours, the application must be **ADVERTISED**.

Extension fees are \$50.00

The annual fees are dependent on 1.) whether the seating is over or under 40 and 2.) what the zoning classification is (standard, confectioner, carry-out or fast food). Annual victualing licenses expire on 1 December of each year.

A \$15.00 dollar filing fee **MUST** accompany the application.

**License Fees by Victualing Classes:**

Zoning Classes	Class A (Seating 40 or under)	Class B (Seating over 40)
Standard	150	300
Confectioner	150	250
Carry Out	300	400
Fast Food	350	450

A menu must be submitted with your application.

Inter-departmental approval is require by the following departments:

- a. Zoning
- b. Building Inspection
- c. Police Department
- d. Fire Department (fire alarm, suppression and sprinkler tests must be up to date)
- e. Water Pollution and Control
- f. State Department of Health

**All food must be served within the licensed premises.**

**All applications must be submitted in the City Clerk's office with the proper fees & plans three weeks prior to the Council meeting.**

**ALL LICENSES ARE GRANTED CONTINGENT UPON COUNCIL APPROVAL.**