

## 2020 Seasonal Liquor Renewal Guidelines

The 2020 Seasonal Liquor License Renewal period has arrived. A checklist and all documents referenced below are attached to this email or can be found online:

[www.nantucketlicensing.com](http://www.nantucketlicensing.com). **Please read through ALL guidelines below:**

### **DUE BY TUESDAY, MARCH 31, 2020 at 4:00 PM:**

1. **ABCC RENEWAL FORM:** All 2020 Annual License Renewal forms from the ABCC can be found here: [ABCC Renewal Application Form](#). Select and print your form –or- you may pick up a copy here at the Licensing Department, 4 Fairgrounds Road, Records window.
  - **Signature:** The form must be dated and signed in the **month of MARCH** by an authorized corporate officer, individual or partner.
  - **Corrections:** Review the information on the form. If you need to make corrections to any of the information on the renewal forms, please use the [Blank Renewal Form](#) to indicate the corrections and attach them to the renewal application that needs to be corrected. Indicate clearly on the blank renewal what changes have been made and provide us with documentation supporting the corrections you are requesting (i.e. an approved LLA Review Record/Form 43). Zip codes and spelling errors do not require a Form 43.
  
2. **INSURANCE:** All Section 12 (On-Premise) Licensees **MUST** include a current Insurance Liability Certificate with their Renewal Form. This policy must include a minimum amount of \$250,000 coverage for injury or death of one (1) person AND \$500,000 coverage for any one (1) accident resulting in injury to or death of more than one (1) person. The Select Board must have a copy of your insurance certificate to renew the license.
  
3. **TOWN OF NANTUCKET RENEWAL FORM:** Please complete the attached renewal form to confirm all Licenses being renewed for 2020, your Opening Date for 2020 and your Manager and contact information. The Renewal Form is attached to this email or available online here: [Renewal Application](#)
  
4. **COI INSPECTION FORMS (ON-PREMISE LICENSES ONLY):** You are required to submit the attached inspection forms and associated fees for Building and Fire to start the process for inspections and COI certification. Please review the info below and the attached forms for requirements. This applies to all on-premise establishments regardless of when your current COI expires. The goal is to bring everyone into the same schedule as is required rather than randomly throughout the year. **You must follow the submission steps below to be issued your COI and 2020 Licenses:**

- **FORMS/FEES:** You will need to submit forms and fees to each department as follows:
  - **FIRE:** Please fill out attached [Annual Fire Safety Inspection Form](#) (fill in online and print).
  - **FIRE:** Submit required Inspection Reports as listed on attached form.
  - **FIRE:** Fee of **\$50.00** made payable to Town of Nantucket.
  - **FIRE:** All of the above must be submitted by March 31, 2020 to the Nantucket Fire Department, 4 Fairgrounds Road.
  - **FIRE:** Contacts: [fireprevention@fire.nantucket-ma.gov](mailto:fireprevention@fire.nantucket-ma.gov)
  - **BUILDING:** Please fill out attached [Application for Certificate of Inspection](#) (fill in online and print).
  - **BUILDING:** Fee of **\$75.00** made payable to Town of Nantucket.
  - **BUILDING:** All of the above must be submitted by March 31, 2020 to the Nantucket Building Department, 2 Fairgrounds Road
  - **BUILDING:** Contact: Cameron Stone [cstone@nantucket-ma.gov](mailto:cstone@nantucket-ma.gov).
- **INSPECTIONS:**
  - Building/Fire will schedule times for inspections once they receive required fees and documents. Inspections will be done in the first few weeks you are open.
  - Should there be violations or repairs that need to be made before the COI is issued, Licensees will be given adequate time to make the repairs without penalty or suspension of Licenses. The exception is always going to be instances where the violation is an immediate threat to Life Safety or if repairs are NOT made within the required timeline.

**DUE AT LICENSE PICK-UP (Beginning March 25, 2020 – note: ABCC allows distributors to begin deliveries 5 days prior to April 1 Season):**

5. **HEALTH PERMIT (COMMON VICTUALLER LICENSES ONLY):** A copy of your 2020 Health permit is required before a 2020 Common Victualler and Liquor License is issued. Please contact Health to schedule your inspection: 508-228-7200 x 7014, 7020.
  
6. **FEES:** Review list of [Seasonal Licensing Fees](#) (attached). All Licensing Fees (Liquor-Common Victualler-Entertainment) must be paid with Bank Guaranteed Funds made payable to Town of Nantucket. Sunday Entertainment Fees (if applicable) are paid separately and made payable to Commonwealth of Massachusetts.
  
7. **2020 LICENSE PICK-UP:** We will begin Issuing Licenses on **Wednesday, March 25, 2020**, NPD, Records Window, 4 Fairgrounds Road. The ABCC allows Distributors to begin deliveries to Seasonal Licenses 5 days before the beginning of the season. We will forward the official advisory when it comes in.

- All Licenses must be picked-up by the current Liquor License Manager. No exceptions. If you are changing the manager from 2019 then please notify Licensing so we can begin the Change of Manager process.
- All License Managers must submit a copy of their current Server Training Certificate (i.e. TIPS).
- FEES: All Fees must be paid before Licenses are issued. This includes inspection fees for Building, Fire and Health.
- TAXES: Town Bylaw requires license holders to be current on payment of various municipal charges. If a license applicant has neglected to pay any "local taxes, fees, assessments, betterments or other municipal charges," such licenses are subject to non-renewal or revocation by the Town. Please contact the Tax Collector (508-228-7200 x7047 or x7048) if you have questions regarding your current status.

**If you cannot meet the March 31 Deadline, please notify us as soon as possible to confirm your renewal status.**

You may deliver the documents as follows:

**Deliver** in person to the Police Department, 4 Fairgrounds Road, Records Window, Mon. – Fri. 8am – 4 pm.

**Mail** Licensing Department, 4 Fairgrounds Road, Nantucket, MA 02554

**Scan** and email to [licensing@police.nantucket-ma.gov](mailto:licensing@police.nantucket-ma.gov)

**QUESTIONS:** Please contact the Nantucket Licensing Department with any questions: 508-325-4100 x5832 - [licensing@police.nantucket-ma.gov](mailto:licensing@police.nantucket-ma.gov). If you want to come in and go over anything in more detail, please give us a heads up or schedule a time to meet.