

New Class C License Requirements

- Fill out application and BCI (background check) and drop off both at the Smithfield Police Department for the Police Chief's signature
- Once the application is returned from the Police Chief, the next step is to get the signatures of the Building Official, Fire Department and the owner of premises
- Fill out Business Registration Form
- Abutters list from Tax Assessor's Office
- Advertising fee is \$254.00, must be advertised for two (2) consecutive weeks prior to the Town Council Meeting
- Copy of Retail Sales Permit
- Copy of TIP Cards
- Certificate of Good Standing
- Cost of a B-Victualler License is \$600.00
- Once all paperwork is received the new license will be placed on the Town Council agenda for approval (**please note:** all complete paperwork must be received in the Town Clerk's Office Wednesday of the week before a Town Council Meeting by 12:00 p.m.)