



Town of West Greenwich  
Town Clerk's Office  
280 Victory Highway  
West Greenwich, RI 02817

## New Business License Check List

Name of Applicant: \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Applicant Phone \_\_\_\_\_

A Zoning Use Certificate is required prior to you submitting your application to the Town Clerk's Office.  
Please Contact Zoning Official David Tacey at 392-3800 Ext. 114 for Zoning Use Approval

The following items are required to start your Business License Application:

- ☐ Zoning Use Letter
- ☐ New Business Application
- ☐ Business Application Fee

The following items are required prior to the issuance of your License:

- ☐ The above items: Zoning Use Letter, New Business Application, Fee
- ☐ Town Council Approval (If Applicable)
- ☐ Completed Referral Sheet Containing all applicable Signoffs and Documents
  - ☐ Local Tax Approval
  - ☐ Building Official Approval
  - ☐ Fire Dept. Approval
  - ☐ Police Dept. Approval
  - ☐ State Tax
  - ☐ Health Dept.
  - ☐ B.C.I
  - ☐ Owners Permission (Lease Agreement or Notarized Letter)

To the best of my knowledge I have submitted all required documentation:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

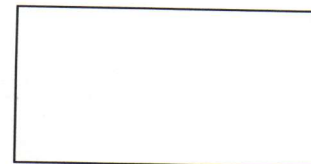
Return this to the Town Clerk's Office, 280 Victory Highway, West Greenwich, RI 02817.

Please do not hesitate to contact the office at 401-392-3800 for any further information.

**MAKE A COPY OF ALL FORMS FOR YOUR RECORDS**



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Date Stamp

## Business License Application

### Please Check Applicable Licenses

- ☐ Business Registration \_\_\_\_\$20.00 \_\_\_\_NO FEE if any below are applicable
- ☐ Holiday \$10.00
- ☐ Victualing \$10.00
- ☐ 24 Hr Victualing \$10.00
- ☐ Gaming \$100.00
- ☐ Hawker \_\_\_\_ Peddler \$10.00
- ☐ Flea Market \$10.00
- ☐ Kennel \$25.00
- ☐ Mobile Home Park
- ☐ Private Detective \$150.00
- ☐ Entertainment-General

**You must attach copies of State approvals and/or permits that are required for your business. Please fill in all blanks.**

Name of Business \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Owner of Property \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Business Website \_\_\_\_\_

Description of Business \_\_\_\_\_

Hours of Operation \_\_\_\_\_ Seating Capacity \_\_\_\_\_

Zoning Designation \_\_\_\_\_ PLAT \_\_\_\_\_ LOT \_\_\_\_\_ # of Parking Spaces Available

Fire District \_\_\_\_\_ Date Business Started \_\_\_\_\_

If **Flea Market**, state maximum number of vendors, days of operation

\_\_\_\_\_

If **Mobile Home**, location \_\_\_\_\_

If **Mobile Home park**, number of sites \_\_\_\_\_

If **Gaming**, number of Pool Tables \_\_\_\_\_

If **Kennel** (RIGL Title 4, Ch 4-13-10 Kennel Licenses and Town Ordinances)  
Kennel - any establishment engaged in breeding, buying, selling, training or  
boarding animals.

Number of Dogs to be kept \_\_\_\_\_

If **Hawker or Peddler**, Type of Operation

- ☐ The sale of perishable foodstuffs and soft beverages  
☐ The sale of items made by your own hand  
☐ The sale of other articles of general merchandise or manufacture, including  
balloons, flowers, etc.  
☐ The sale of items to be sold from a vehicle such as \_\_\_\_\_

\_\_\_\_\_

**Persons dispensing food are required to have an inspection by the State of Rhode  
Island, Department of Health. All Hawkers and Peddlers require BCI (Background  
Check).**

*I hereby certify that the information contained herein is complete, accurate and  
truthful to the best of my knowledge.*

\_\_\_\_\_  
Signature of Applicant

\*\*\*\*\*

FOR OFFICE USE ONLY

\_\_\_\_\_ Building Official Approval

\_\_\_\_\_ Tax Collector Approval

\_\_\_\_\_ Fire Inspector Approval

\_\_\_\_\_ Town Council Approval

\_\_\_\_\_ Police Approval

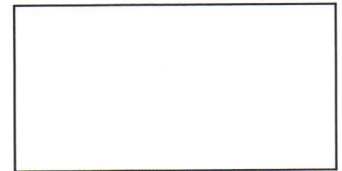
\_\_\_\_\_ Town Clerk Approval

\_\_\_\_\_ Permit to Make Sales

\_\_\_\_\_ Dept of Health Approval



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## Business License Application Referral Sheet

Name of Applicant \_\_\_\_\_

Owner of Property \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**You must attach copies of State approvals and/or permits that are required for your business.**

### REFERRAL INFORMATION:

Department	Phone Number	Approval Date	Print Name	Signature
* Building Dept.	392-3800 Ext. 114			
* Local Tax	392-3800 Ext. 105			
The Following May be Required:				
Police Dept.	397-7191			
Fire Dept.	450-7729			

Please contact all departments indicated above for approval & signature.

Required	Document Type
*Owners Permission The Following May be Required:	Letter Notarized or Lease Agreement
State Tax	Certificate
Health Dept.	Certificate
BCI	BCI

Return this Referral sheet and Business License application to the Town Clerk's Office, 280 Victory Highway, West Greenwich, RI 02817.

Please do not hesitate to contact the office at 401-392-3800 for any further information.

**MAKE A COPY OF THE COMPLETED REFERRAL SHEET FOR YOUR RECORDS**