

New Class A Liquor License Requirements

- Fill out application and BCI (background check) drop off both at the Smithfield Police Department for the Police Chief's signature
- After the application is signed by the Police Chief the next step is to get the signature of the Building Official, Fire Department and owner of premises
- Fill out Business Registration Form
- Advertisement cost is \$254.00 and must be run for two (2) consecutive weeks prior to a Town Council Meeting
- Copy of Retail Sales Permit received from the RI Division of Taxation
- Copy of TIP Cards
- Certificate of Good Standing
- Proof of insurance for establishment
- Cost of a Class A Liquor License is \$1,000.00
- 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 the Wednesday of the week before a Town Council Meeting by 12:00 p.m.)