

Request to Extend Hours on a License Requirements

- Fill out application and BCI (background check) and drop both off at the Smithfield Police Department for the Police Chief's signature
- An ad must be run in the local paper (The Valley Breeze) for three (3) consecutive weeks before the Town Council Meeting is held, the cost of the ad is \$381.00
- Letter of explanation for the Town Council
- Upon renewal of the Extended Hours there is a cost of \$20.00 for an advertising fee
- All tangible taxes must be current at time of license request
- 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.)