Applying for an Extended Operating Hours License

Pursuant to City Ordinance 8-7, you must obtain a license before opening your business to the public between 12:00 AM Midnight and before 5:00 AM in Somerville.

TERM:
• The license expires on May 15 and is awarded for no more than one year.

CONDITIONS:
• You must apply online.
• You must be deemed a suitable entity by the Police Department.
• A public hearing before the City Council is required before the license can be issued.
• You must have paid all taxes, fees or fines owed to the City of Somerville.
• The license is not transferrable.

FEE:
• $50.00 nonrefundable application fee.
• $75.00 Public Hearing fee for new applicants, paid after the application is approved.
• $605.00 annual license fee, paid after the application is approved.

ADDITIONAL DOCUMENTS REQUIRED:
The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:
• The Workers’ Compensation Insurance Affidavit (download the form when you apply).

HOW TO APPLY:
Go to http://www.somervillema.gov/citizenserve.
• Click the citizenserve logo.
• Click “My Account.”
• Log in, or, if this is your first online application, click “REGISTER NOW” to create an account.
• Scroll down and click “APPLY FOR A LICENSE.”
• At Application Type, select “Business License.”
• At Sub Type, select “Extended Operating Hours.”
• Enter your Business Name.
• At “Is this application for a new or existing business location?”:
  o Select “A new business location” if this is your first application in CitizenServe.
    o Enter the Somerville address of your proposed business, and click “FIND ADDRESS.”
    o If CitizenServe doesn’t identify your address, select “USE THIS ADDRESS.”
  OR
  o Select “An additional license for an existing business” if your business is licensed in CitizenServe.
    o At “License #” select a license you’ve received before.
• Answer the remaining questions.
• At Contacts, select a contact you’ve already entered, or, if you want the license mailed to a different address, select “Enter a new contact” and enter the mailing name and address.
• Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

QUESTIONS?
• If you have questions, contact the City Clerk at cityclerk@somervillema.gov.