

Applying to Amend your Outdoor Dining License

If you want to amend your Outdoor Seating License, use the online CitizenServe platform to apply for a Licensing Commission License Amendment. Your outdoor seating must be licensed by the Licensing Commission whether that seating is on your own property or on public property. You need permission to:

- Add, remove, or change the location of any outdoor seating.
- Add, remove, or change the location of any large tents (you don't need a license to install tents that are 10 feet x 12 feet or smaller).
- Add, remove, or change the location of any igloos, domes, or similar structures.
- Add, remove, or change the location of any barriers or perimeters around your outdoor seating areas.
- Add, remove, or change the location of any heating elements.
- Add, remove, or change any entertainment outdoors (including entertainment by devices and entertainment by performers only).

If you have questions, contact the Licensing Commission Secretary at licensing@somervillema.gov.

TIMELINE AND TERM:


- The application is not complete until all questions are answered and all required documents are uploaded. Submit a complete application at least 17 days before the next Licensing Commission meeting. Note that the Commission does not meet in December. The Commission schedule is posted online.
- The amendment, if approved, will not extend the term of the license.

ADDITIONAL DOCUMENTS REQUIRED:

Depending on what you are applying for, you may be required to upload documents as part of your application. Your application will not be reviewed until all required documents are uploaded. They may include:

- For ALL applications, upload a Certificate of Insurance showing the City of Somerville as an Additionally Insured party on your General Liability insurance.
- If your application is for new outdoor seating or any type of change to your already-approved seating, upload a new layout plan drawn to scale, showing all tables, chairs, wait stations, perimeters, and other outdoor furniture.
- Upload manufacturer specifications for any structures including, large tents, igloos, domes, canopies, or similar protective structures you want to set up.
- Upload specifications or renderings of any new barriers or perimeters you'll be setting up around your seating.
- Upload manufacturer specifications for any new heating elements you want to use.
- NOTE: Tents and structures larger than 120 square feet require a building permit and must meet all applicable building code requirements.

HOW TO APPLY:

- Go to <http://www.somervillema.gov/citizenserve>.
- Click the  logo
- Click "APPLY FOR A LICENSE" and log in.
- At "Application Type" select "LICENSING COMMISSION LICENSE AMENDMENT."
- At "Business Name" enter your business name.
- At "Is this application for a new or existing business location?" select "AN ADDITIONAL LICENSE FOR AN EXISTING BUSINESS."
- At "License #" select the license you're seeking to amend. It will begin with the letters AL.
- At "Enter your current business license #" enter your Licensing Commission license number. It will begin with the letters AL.
- At "Are you applying to change your location?" select "NO."
- At "Are you seeking to add alcohol to your current non-alcohol license?" select "NO."
- At "Are you amending an existing license, or transferring the license to a new owner?" select "AMENDING."
- At "Do you currently serve alcohol?" select the correct answer.
- You will then see 7 Yes/No questions, each asking about a different type of license amendment. Select "YES" to any that apply, and answer the follow-up questions.

- To amend your outdoor dining furniture or seating layout, select “YES” to the following question: “Are you altering your existing premises or outdoor seating?”
- To amend your outdoor dining entertainment, select “YES” to the following question: “Are you changing your entertainment?”
- Answer each of the remaining questions.
- Upload a Certificate of Insurance showing the City of Somerville as an Additionally Insured party on your General Liability insurance.
- Upload any other Required Documents.
- Review the terms and conditions. Don’t proceed until you are ready to accept all terms and conditions. You will find the standard **ACKNOWLEDGEMENT, RELEASE AND INDEMNIFICATION, AND WAGE THEFT ORDINANCE RECEIPT** and a new **ACCEPTANCE OF RESPONSIBILITY, RELEASE AND INDEMNIFICATION, FOR SNOW AND WEATHER DAMAGES**.
- Before you click “SUBMIT”, note that once you submit the form, you can’t re-open it to edit it. If you’re not ready to submit the form, click “SAVE FOR LATER”, so you can come back to finish it.
- If you’re ready, “SUBMIT” the form, and pay the required application fee.
- To make changes to your application after you submit it, contact the Licensing Commission Secretary at licensing@somervillema.gov.