



Applying for licenses through the Board of Licenses

Overview:

The Board of Licenses office is responsible for processing a broad range of license applications for the City of Providence as well as regulating licenses. Over 8,000 licenses are issued per year in over 30 different categories, including hackney food dispensing, peddlers motor vehicle repair, nightlife operations, and over 400 liquor licenses.

All licenses are renewed annually with the renewal licenses staggered by the type of license. The office is open Monday through Friday from 8:30 am to 4:15 pm. (Summer hours are 8:30 am - 3:45 pm.) Three clerks manage the office daily, accepting applications, collecting fees, typing correspondence and reports, responding to inquiries, and a host of other duties. Once an application is received in our office via our online system, a staff member reviews the application and all supplemental documents. Next, the staff determines whether the application is complete, and a hearing is scheduled before the Board of License Commissioners.

There is a five-member board appointed by the Mayor that hears applications and violations. Meeting times and locations are posted to Providence's [Open Meetings Portal](#). The office is also assigned two police officers who conduct inspections of liquor-licensed establishments and oversees two civilian inspectors who provide day-to-day enforcement of all other license regulations. The civilian inspectors work days and/or evenings on an alternating basis.

- Click [here](#) to review the license categories and apply online.

PVD311 Reporting Methods: [Click here](#) to see the various ways to connect with PVD311

Board of Licenses Contact Information:

25 Dorrance Street | Suite 104 | Providence RI 02903
401.680-5206 or 5207