



## Town of Provincetown

260 Commercial Street  
Provincetown, MA 02657

## Licensing Department

Darlene Van Alstyne, Licensing Agent

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September 19, 2008

To all Business Owners:

Now that the summer season has come to an end, it is time to start the renewal process for 2009. In lieu of the relocation of Town Hall to Jerome Smith Rd. and the 4-day workweek commencing the first week of November, I strongly urge all of you (even seasonal license holders) to come in as soon as possible to avoid the renewing crunch. For those of you holding liquor licenses, you will receive a separate notification once the renewal forms arrive from the ABCC (sometime in October). If you plan to stay open after January 1, 2009, you must have renewed your licenses before they expire on December 31, 2008.

Applications are now available on the wall of the Bradford Street entrance to Town Hall. You may also print out all necessary forms on the Licensing Department webpage on the town website. I have made some slight changes to the forms in an effort to make the renewal process a little easier (your comments and feedback would be appreciated). Please note that I will not schedule an inspection until applicants provide all of the paperwork. I will also be requesting payment at the time of drop off.

Also, a note for those of you holding Food Service Permits, there have been some recent corrections made to the fees in order to coincide with the fees set by the Board of Health in January of 2007. All changes have been posted, and I will be happy to provide you with a copy at your request.

Thank you all, in advance, for your cooperation during this adjustment period. If you have any questions or concerns, please feel free to contact me. If you cannot reach me by phone, the best way is by email. Happy Fall! I look forward to seeing you all soon.

Very truly yours,

Darlene Van Alstyne