

How to renew your license online

1. Using your web browser, go to www.brooklinema.gov/boslicensing
2. Review the information on the page and then click the Online Renewals button

The screenshot shows the Brookline Massachusetts website's licensing page. At the top, there is a navigation bar with links for GOVERNMENT, SERVICES, RESIDENTS, BUSINESS, and HOW DO I... A search bar and social media icons for Facebook and Twitter are also present. The main content area features a sidebar with links for License Applications, License Fee Schedule, Licensing Regulations, and Online License Renewals. The main content area has a breadcrumb trail: Home > Government > Boards & Commissions > A-B > Board of Selectmen > Licensing > Online License Renewals. The title is "Online License Renewals" with a sub-heading "Before you renew, please review...". The text explains that the Selectmen serve as the licensing board, responsible for issuing and renewing over 600 licenses in more than 20 categories, including common victualler, food vendor, liquor, lodging house, open-air parking lot, inflammables, special events and entertainment. It also mentions the Licensing Review Committee and provides a link to their webpage. A green button labeled "Online Renewals" is highlighted with a red box. Below the button, a notice states: "Notice: We have migrated to a new permitting system. Please click the Online Renewals button Above and Click 'Register for an account'. Please use the same email address you have used before To register. Questions? Please email BASupport@brooklinema.gov".

3. If you have not registered with the new online system yet, click the Register for an Account link.

The screenshot shows the Brookline Massachusetts website's home page. At the top, there is a navigation bar with links for Home, Building, Board Of Health, Licenses, Planning, and Parking. A search bar and social media icons for Facebook and Twitter are also present. The main content area features a large "Welcome to Brookline MASSACHUSETTS" banner. Below the banner, there is a link for "Register for an Account" which is highlighted with a red box. There is also a link for "Login" and a link for "Accessibility Support". A search bar is located at the bottom of the page.

IMPORTANT: If you have renewed online in the past, you **MUST** use the same email address in order for our new system to locate your licenses for renewal

4. Log into your account, then choose My Records under the Home option:

The screenshot shows a navigation bar with the following items: Home (highlighted with a red box), Building, Board Of Health, Licenses, Planning, and Parking. Below this is a secondary navigation bar with: Dashboard, My Records (highlighted with a red box), My Account, and Advanced Search with a dropdown arrow.

▼ Licenses

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	License Name	Expiration Date	Status	Action
<input type="checkbox"/>	10/30/2017	LICA-18-0116	Alcohol License Application			Issued	
<input type="checkbox"/>	10/30/2017	LICA-18-0117	Alcohol License	undefined	12/31/2017	Active	Renew Application

5. In the Licenses list, locate the license to renew and click the **Renew Application** link under **Action**

The screenshot shows the same navigation bar as in step 4, but 'Home' is now highlighted with a dark background. The 'My Records' link in the secondary navigation bar is also visible.

▼ Licenses

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	License Name	Expiration Date	Status	Action
<input type="checkbox"/>	10/30/2017	LICA-18-0116	Alcohol License Application			Issued	
<input type="checkbox"/>	10/30/2017	LICA-18-0117	Alcohol License	undefined	12/31/2017	Active	Renew Application (highlighted with a red box)

6. Verify all information on Step 1 is accurate, then click the **Continue Application** button

City: State: Zip:

7. Verify all information on Step 2 is accurate, then click the **Continue Application** button

▼ Contact Addresses

Add Additional Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue Application »

Save and resume later

8. Verify all information on Step 3 is accurate, then click the **Continue Application** button

Detailed Description:

Continue Application »

Save and resume later

9. Attach any required documents by clicking the **Add** button

Step 4: Step 4 > Page 1

Please visit this [link](#) for required supporting documents to attach. Maximum file size allowed is 50MB.

* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

Add

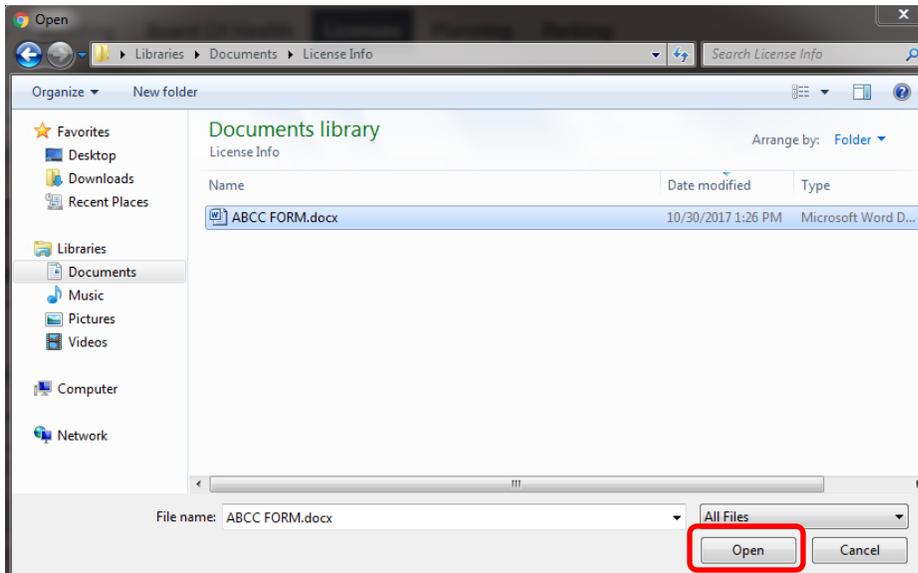
10. On the File Upload screen, click **Add**

File Upload ×

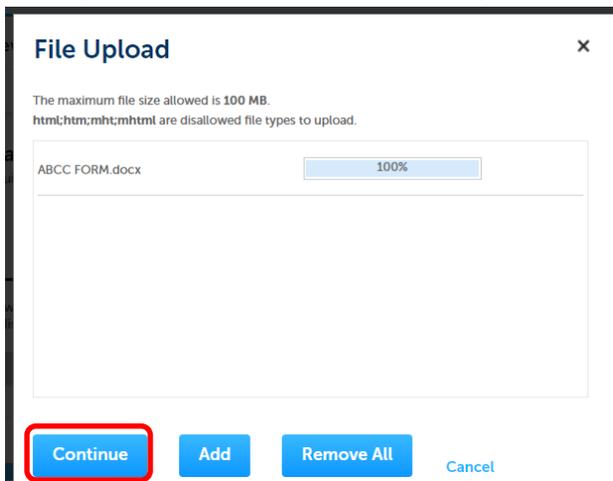
The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Continue **Add** **Remove All** [Cancel](#)

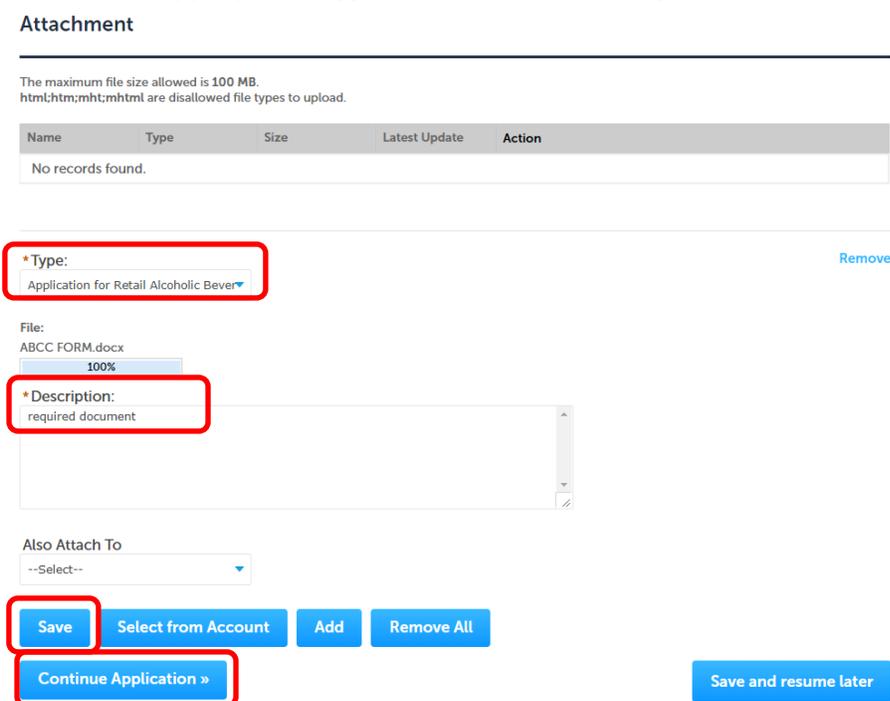
11. Browse to the location of the file you wish to select and click **Open**



12. Once you have attached all necessary documents, click **Continue**



13. Choose the appropriate **Type** and enter the **Description**, then click **Save** and **Continue Application**



14. After reviewing all information provided, read the Certification and check the “I agree” box. Then click

Continue Application

Attachment

Edit

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
ABCC FORM.docx	Application for Retail Alcoholic Beverage License	12.27 KB	10/30/2017	Actions ▼

I certify that I have read and understand the instructions that accompany this application and that all the information and statements made as part of this application are true and accurate and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application. By electronically signing this application I hereby certify that I am the owner or authorized agent. Further, I am authorized to submit this application on behalf of the owner of the subject property and to act on the owner's behalf, in all matters relative to work authorized by this application.

I the undersigned hereby certify under the pains and penalties of perjury that the applicant has filed all state tax returns, paid all

By checking this box, I agree to the above certification.

Date: 10/30/2017

Continue Application »

Save and resume later

15. Select the appropriate fee type for your license and enter “1” under Qty. To see your total, click **Recalculate**. Once all appropriate fee items are selected, click **Continue Application**.

Step 6: Pay Fees

Listed below are the preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Liquor/Alcohol License Application Fee	0	\$0.00
LIQUOR ALL KINDS PACKAGE STORE (enter # licenses)	1	\$2,000.00
Liquor Single Day-All Kinds (enter license fee)	0	\$0.00
Liquor Single Day-Wine/Malt (enter license fee)	0	\$0.00
Manual Application Fee	0	\$0.00
Prorated License Fee	0	\$0.00

Recalculate

TOTAL FEES: \$2,000.00

Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

Continue Shopping »

16. Follow the prompts on the payment screen to complete your transaction.