

How to renew your license online

1. Using your web browser, go to <http://www.brooklinema.gov/502/Licensing-Permitting>
2. Review the information on the page and then click the Online Renewals button

Home > Government > Departments > Health Department > Environmental Health > Licensing & Permitting

Licensing & Permitting

The following businesses receive a permit to operate from the Health Department as mandated by state and local laws. All applications can be obtained from the Brookline Health Department or from below.

Business Permits & Applications

- [A Guide to Opening a Food Establishment in the Town of Brookline](#)
- [Asbestos Abatement Application](#)
- [Body Art Establishment Permit Application](#)
- [Body Art Establishment Plan Review Checklist](#)
- [Body Art Practitioner Application](#)
- [Catering Application](#)
- [Demolition Permit Application](#)
- [Food Establishment Permit Application](#)
- [List of Businesses Licensed to Operate Camps](#)
- [List of Businesses Licensed to Operate Swimming Pools](#)
- [List of Businesses Licensed to Operate Tanning Salons](#)
- [List of Businesses Licensed to Sell Tobacco](#)
- [List of Solid Waste Haulers](#)
- [Mobile Food Service Application](#)
- [Recreational Camp License Applications](#)
- [Swimming Pool Operator Permit Application](#)
- [Tanning Salon Permit Application](#)
- [Temporary Food Permit Application](#)
- [Tobacco Retailer Application](#)

Online License Renewals

Before you renew, please review...

Online Renewals

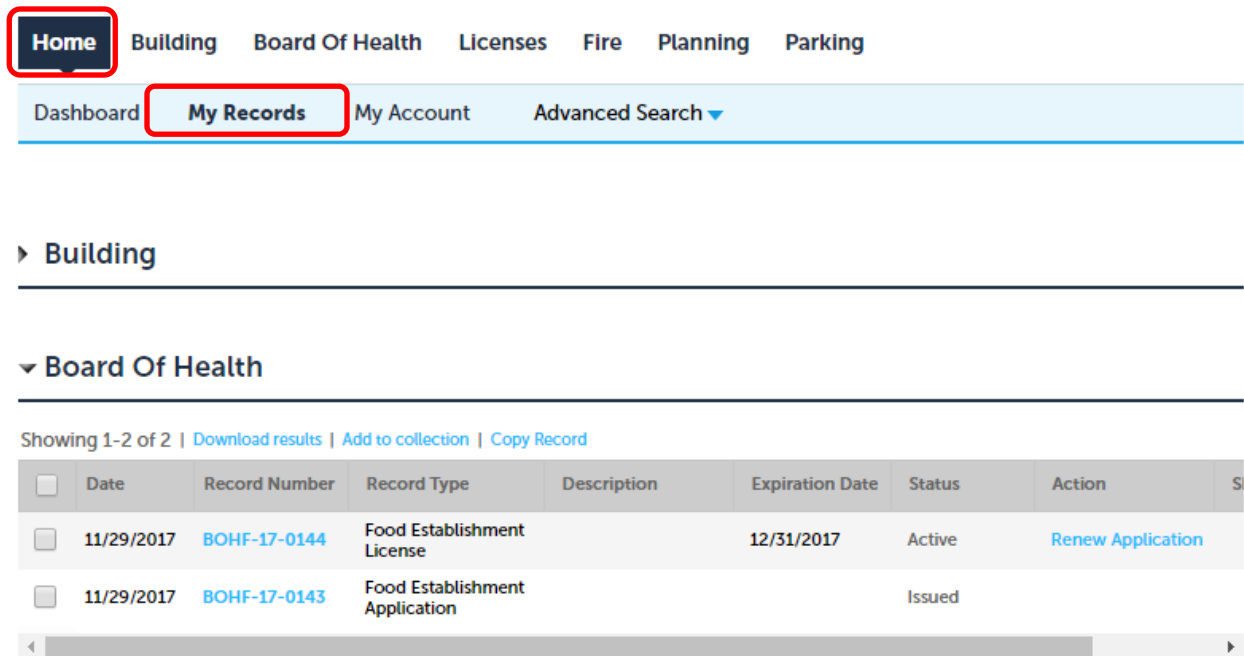
Notice: We have migrated to a new permitting system. Please click the Online Renewals button Above and Click "Register for an account". Please use the same email address you have used before To register. Questions? Please email BA.Support@brooklinema.gov

- If you have not registered with the new online system yet, click the [Register for an Account](#) link.

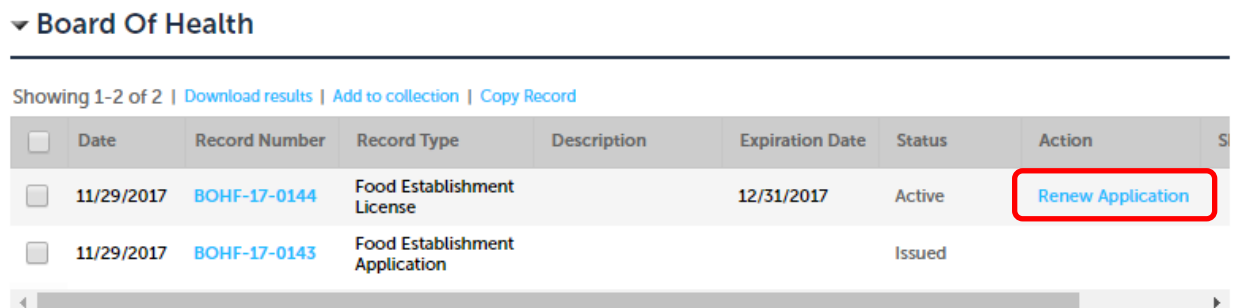


IMPORTANT: If you have renewed online in the past, you **MUST** use the same email address in order for our new system to locate your licenses for renewal

- Log into your account, then choose [My Records](#) under the [Home](#) option:



- In the [Board of Health](#) list, locate the license to renew and click [Renew Application](#) link under [Action](#)



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

City: State: Zip:

7. Verify all People Information is accurate, then click the Continue Application button

▼ Contact Addresses

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.			

8. Verify all Establishment Information is accurate, then click the Continue Application button

Allergy Awareness Certificate

Showing 0-0 of 0

Employee Name	Expiration Date of Certification	Certification Provider

9. Attach any required documents by clicking the Add button

Step 4: Step 4 > Page 1

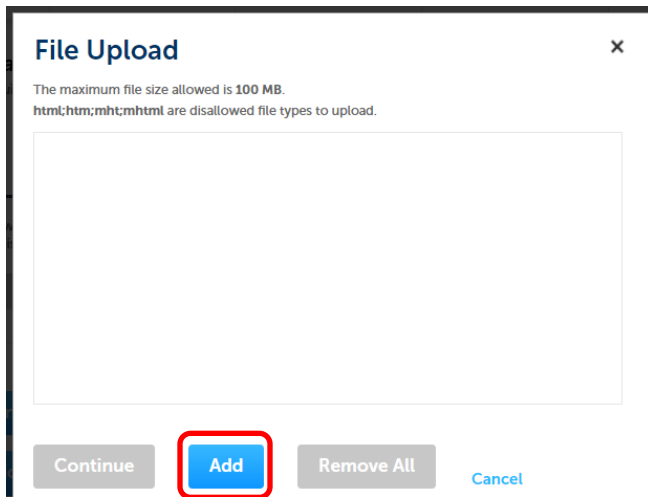
Please visit this [link](#) for required supporting documents to attach. Maximum file size allowed is 50MB. * indicates a required field.

Attachment

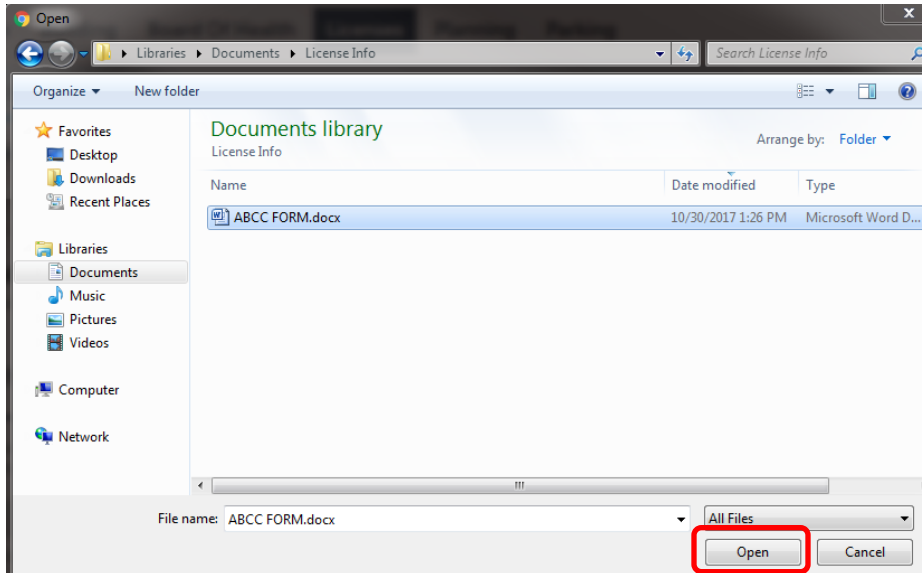
The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

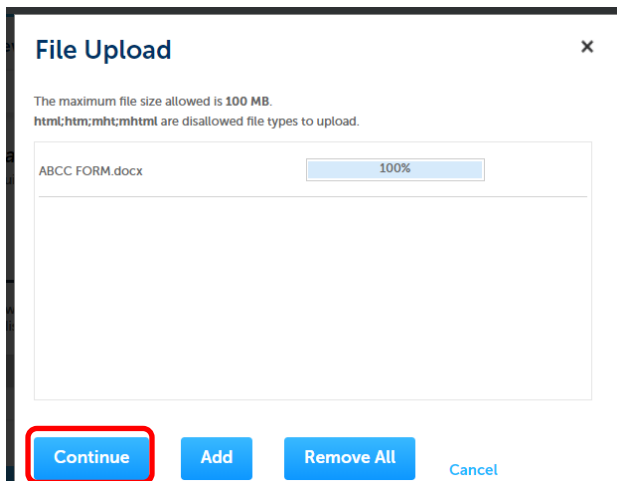
10. On the File Upload screen, click Add



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

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.				

*Type: Application for Retail Alcoholic Bever Remove

File:
ABCC FORM.docx
100%

*Description: required document

Also Attach To
--Select--

Save Select from Account Add Remove All

Continue Application » Save and resume later

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 4 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
RESIDENTIAL KITCHEN	<input type="text" value="0"/>	\$0.00
BED & BREAKFAST	<input type="text" value="0"/>	\$0.00
F-SRV 200+SEATS RENEWAL	<input type="text" value="0"/>	\$0.00
CATERING	<input type="text" value="0"/>	\$0.00
OUTSIDE CATERING	<input type="text" value="0"/>	\$0.00
FOOD SRV (1-49) SEATS RENEWAL	<input type="text" value="1"/>	\$240.00
F-SRV 50-99 SEATS/CATERING RENEWAL	<input type="text" value="0"/>	\$0.00

TOTAL FEES: \$240.00


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

[Recalculate](#)

[Continue Application »](#)

[Continue Shopping »](#)

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

Contact Us

Payment Options | Payment Information | Review Payment

How would you like to pay?

How much would you like to pay?

Pay Full Invoice \$240.00

[Continue to Payment Information >](#)

Payment Summary

Invoice #	Amount
483539	\$240.00
SUBTOTAL	\$240.00
GRAND TOTAL	\$240.00

Any applicable service fees and/or discounts will be displayed before processing your payment