How to apply for an Outdoor Seating Sublicense online
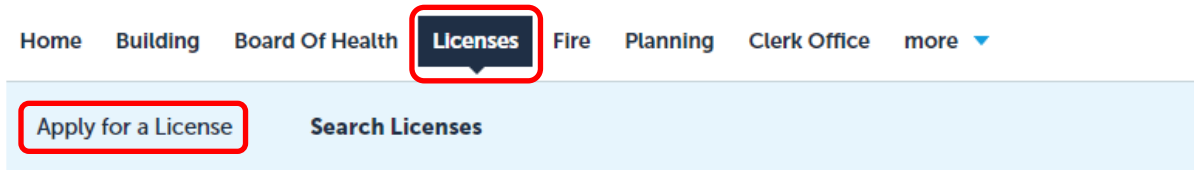
1. Using your web browser, go to https://www.brooklinema.gov/Permit

2. Once you have reviewed the online application guide click the **Enter Online Permit Website** button:

Town Clerk
Online Dog License Renewal Guide

Enter Online Permit Website

Questions? Please email us at: BASupport@brooklinema.gov
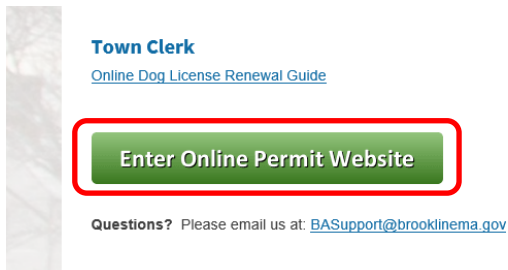
3. If you have not registered with the online system yet, click the Register for an Account link. For instructions on registering, please see https://www.brooklinema.gov/DocumentCenter/View/12298

Welcome to *Brookline* MASSACHUSETTS

☐ Accessibility Support   Register for an Account   Login

Back to Town of Brookline's Online Payments Page

Search...

| Home | Building | Board Of Health | Licenses | Fire | Planning | Clerk Office | more ▼ |

Advanced Search ▼

Welcome to the Town of Brookline Citizen Access Portal
for Permitting and Licensing. We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

Online Payment Information

The Town of Brookline offers residents an easy and convenient method to view and pay their real estate, motor vehicle excise, personal property, water, and refuse bills, as well as permits and vital records online. This is a fee based service. The convenience fee for the online bill payment is assessed by the 3rd party merchant. The fee to use a credit / debit card is 2.95% of the transaction with a $ 1.00 minimum fee. We accept

Login
User Name or E-mail:

Password:

Login »

4. Once you have logged in, choose the **Licenses** menu and click the **Apply for a License** option:

| Home | Building | Board Of Health | Licenses | Fire | Planning | Clerk Office | more ▼ |

Apply for a License   Search Licenses

Records

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Act

No records found.

5. Please review the terms and check the "I have read and accepted the above terms." checkbox – then click **Continue Application**:

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☑ I have read and accepted the above terms.

Continue Application »

6. Select Outdoor Seating Application and click Continue Application:

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[   ] **Search**

◉ Outdoor Seating Application
○ Short Term Rental Application

Continue Application »

7. Enter the address for the Business and click **Search**

| Home | Building | Board Of Health | Licenses | Fire | Planning | Clerk Office | more ▼ |

| Apply for a License | Search Licenses |

Outdoor Seating Application

| 1 Step 1 | 2 Step 2 | 3 Review | 4 Pay Fees | 5 Record Issuance |

Step 1: Step 1 > Location and Owner

Show Map

* indicates a required field.

Address

*Street No.:   *Street Name: Unit No.:
[   ] [   ]   [   ]

Search   **Clear**

Scroll to the bottom and click **Continue Application**

8. Enter the Applicant and Business Owner information – to use the information provided upon registering, click **Select from Account**

Outdoor Seating Application

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance

Step 2 : Step 2 > Application Information

* indicates a required field.

Applicant

Enter your contact information below. To save time you can use the Auto-fill option to copy contact information from your registration. If you already have a license, use the drop-down list to copy information from your contact record on file.

[**Select from Account**] [Add New] [Look Up]

Business Owner

Enter your contact information below. To save time you can use the Auto-fill option to copy contact information from your registration. If you already have a license, use the drop-down list to copy information from your contact record on file.

[**Select from Account**] [Add New] [Look Up]

9. Enter all application information **Please note**: any field with a red asterisk is required:

Custom Fields

GENERAL INFORMATION

* **Common Victualler License Number:** [   ]

* **Type of Liquor License:** [None ▼]

* **Seeking Entertainment License for Outdoor Area?:** ○ Yes ○ No

Type of Entertainment: [   ]

* **On Street Duration:** [--Select-- ▼]

* **Sidewalk Duration:** [--Select-- ▼]

Duration of Other Outdoor Seating Areas (applicable only to special outdoor seating cases): [--Select-- ▼]

* **Days and Hours of Outdoor Table Service:** [   ]

* **Abutting Business Permission:** ○ Yes ○ No

* **Total Number of Seats in the Public Way (i.e. sidewalk + on-street seating):** [   ]

* **Number of Seats on Sidewalk:** [0]

* **Number of Seats in Street:** [0]

Number of Seats in Other Outdoor Seating Areas (applicable only to special outdoor seating cases): [   ]

* **Emergency Contact EMail:** [   ]

* **Alternate Contact Name:** [   ]

* **Alternate Contact Phone:** [   ]

* **Alternate Contact EMail:** [   ]

10. Attach documents by clicking the **Add** button

Attachment

You MUST attach the following documents to proceed:
- Application Form
- License Agreement Form
- Outdoor Seating Area Diagram
- Certificate of Liability Insurance
- Health & Sanitation Plan

Additionally, you may need to provide:
- Certificate of Liquor Liability Insurance
- Proof of Consent by Third Parties
- Fire Department Liquid Propane Outdoor Patio Heater Permit
- Building Department Permit for tents exceeding 120 sq. ft. and/or on-street outdoor seating structures with roofs
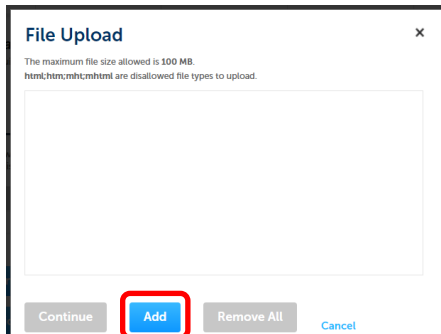
The maximum file size allowed is 650 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc
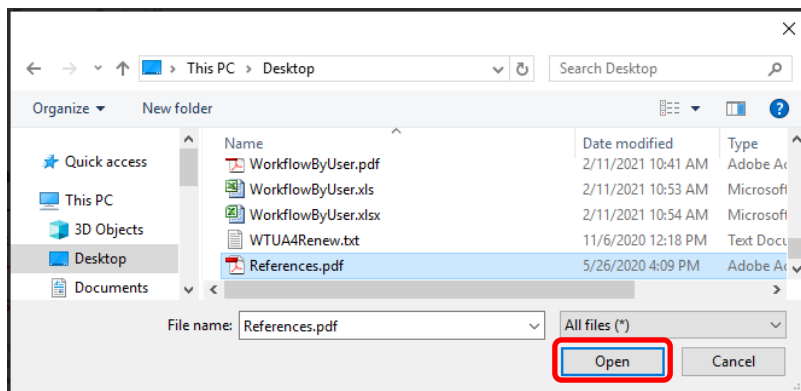are disallowed file types to upload.
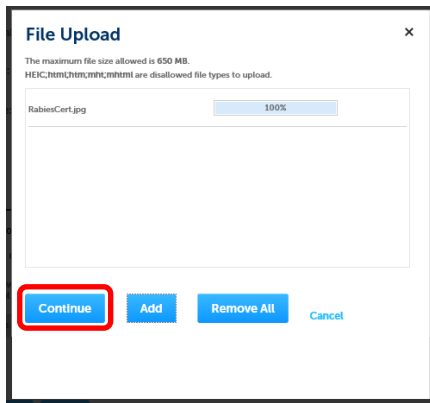
Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »   **Save and resume later**

11. 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

12. Browse to the location of the file(s) you wish to select and click **Open**

This PC > Desktop

Organize ▾   New folder

Quick access

This PC
3D Objects
Desktop
Documents

Name	Date modified	Type
WorkflowByUser.pdf	2/11/2021 10:41 AM	Adobe Ac
WorkflowByUser.xls	2/11/2021 10:53 AM	Microsoft
WorkflowByUser.xlsx	2/11/2021 10:54 AM	Microsoft
WTUA4Renew.txt	11/6/2020 12:18 PM	Text Docu
References.pdf	5/26/2020 4:09 PM	Adobe Ac

File name: References.pdf   All files (*)

Open   Cancel

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

14. Enter the **Type** for each file and then click **Save** and then **Continue Application**

Name	Type	Size	Latest Update	Action
References.pdf	Reference Letter	148.63 KB	03/03/2021	Actions ▼

Add

Continue Application »   **Save and resume later**

15. After reviewing all information provided, read the Certification and check the "I agree" box. Then click **Continue Application**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct 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 checking this box, I agree to the above certification.   Date: 02/01/2022

Continue Application »   **Save and resume later**

16. Submittal Complete

Home   Building   Board Of Health   **Licenses**   Fire   Planning   Clerk Office   more ▼

Apply for a License   Search Licenses

Outdoor Seating Application

1 Step 1	2 Step 2	3 Review	4 Record Issuance

✓ Your application has been successfully submitted

Thank you for using our online services.
Your Record Number is ODS-2022-000002-APP.

You will need this number to check the status of your application.

Your application will not be complete until you have submitted all required supporting documentation. Please visit our website for additional information,

View Record Details »

Once the application has been reviewed, you will be notified to pay the application fee.