



## Town of Cumberland – Business Licenses

**401-728-2400**

The Cumberland Town Council is the licensing authority for the Town. All licenses are subject to approval of the Town Council, except for liquor licenses which are approved by the Board of License Commissioners'. Please consult with the Town Clerk's office regarding licenses that may be required for your business.

All licenses are subject to:

- Compliance with all State and Local laws and regulations
- Town Council approval • Criminal records check. Please note, out of state applicant(s) must request a BCI from their respective State and submit it with their application.
- Inspections and written approval from the Building Official and Fire Department
- Payment of all local taxes owed to the Town

All license applications will be processed online. The first time you access the License Portal you will be prompted to sign up and create a username and password. Future visits to the application program will require you to log in using the name and password you've created and follow the prompts to enter your information and upload the requested documents. Please save your log on information.

Once you have completed the online form and have uploaded the required attachments, our office will review the submission and once we deem the application approved you will then receive a new email that will allow you to submit payment of the license fees.

Notice: if all criteria has not been met, you will receive an email informing you of the missing information. Payment can be made through the portal if you are paying by credit card. If you are paying with cash or check, you can send payment through the mail or visit the Town Clerk's office to submit payment. Please note that we will not be able to process your application until the payment is received. For renewals, the application must be received by October 25<sup>th</sup> to make it on the November Council agenda for approval.

Once the renewal process is completed and you have Town Council approval, you will receive an email notification to print your licenses from the Online Permitting Portal.

We no longer accepting paper applications. If you have any questions/concerns or need help registering or filling out the applications online, please feel free to contact us at 401-728-2400, x-163 at any point through this process and we will be more than happy to assist you.

Thank you.

*Sandra M. Giovannelli*

Town Clerk