



TOWN OF TRURO

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POLICY MEMORANDUM #14

Date: Adopted August 30, 1994: Revised September 13, 2022

*This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.

Subject: **LICENSE APPROVAL AND RENEWAL PROCEDURES**

LICENSE APPROVAL PROCEDURES

Effective on the above date, the Town of Truro Select Board hereby adopts the following policy and procedures for issuance of licenses by the Select Board, acting as the Licensing Authority for the Town of Truro under the provisions of Chapter 4, Section 2 paragraph 9 of the Truro Town Charter.

1. Effective the above date, the Town of Truro Select Board authorizes the Town of Truro Board of Health to act as the sole licensing authority on the Town of Truro for public health licenses in conformity with the provisions of Massachusetts General Laws, including, but not limited to, Chapter 111, and Chapter 140. The Board of Health shall issue licenses as authorized by and in conformity with the provisions of Massachusetts General Laws, maintain adequate and complete records on all licensing matters, and may promulgate rules and regulations relating to the issuance and validity of all such licenses, including, but not limited to recreational camps, overnight camps or cabins, motels or mobile home parks, and inns. The Board of Health shall within sixty (60) days from the above date provide the Select Board with a list of licenses with relevant reference to the appropriate citation under Massachusetts General Laws which authorizes the Board of Health to act as the licensing authority.
2. The applicant shall complete and submit all Town of Truro licensing application forms, including all documentation, signed by an authorized representative of the applicant.
3. The Select Board shall require a so-called team inspection of the premise to be licensed. Said inspection shall include inspections and reports, as appropriate and applicable, from the Building Commissioner/Health Agent, the Wiring Inspector, the Plumbing and Gas Inspector, the Fire Chief, and the Barnstable County Health Department sanitarian. Said team inspection shall be performed at least one week prior to official review and action by the licensing authority and shall be scheduled and coordinated with the inspectors and the applicant by the Licensing Agent. The Select Board shall not act upon a request for a license, until all other related applicable permits and licenses required by law, but not issued by the Select Board, are approved and secured by the applicant.

4. The Licensing Agent shall provide staff and technical assistance in matters relative to the issuance of licenses from municipal licensing authorities, including the Select Board and the Board of Health, upon the supervision of the Town Manager, and in conjunction with the Board of Health, the Building Commissioner/Health Agent, the Wiring Inspector, the Plumbing and Gas Inspector, the Fire Chief, and other municipal, state, and county officials. The Licensing Agent shall be responsible for posting and publishing all public notices and for all notification mailings to abutters as required by law or regulations, for collecting all fees, including application fees, for assembling all pertinent application and supporting documents required by law, for maintaining all records and files on the application, and subsequent license, if granted, for providing technical assistance to the applicant, for scheduling public hearing and meetings with the licensing authority, as required pursuant to the application of the license, and for all other duties and responsibilities assigned by the Town Manager and delineated in the Executive Assistant/Licensing Agent job description.
5. The applicant shall be required to provide documentation that the applicant is current with all property taxes owed to the Town of Truro for all properties owned in whole or part by the applicant, and for all sales and excise taxes owed to the Commonwealth of Massachusetts for all businesses owned by the applicant.
6. The licensing authority will ask the Chief of Police for a recommendation on the license being sought by the particular applicant and premise in question so as to ensure that the safety and well-being of the public will be protected, said report shall be submitted, at least one week prior to official review and action by the licensing authority.
7. The licensing authority will ask the Building Commissioner for a report on compliance with the zoning bylaw for the use and premise for which the license is being sought. Said report shall be submitted at least one week prior to official review and action by the licensing authority.
8. The licensing authority shall require documentation of the issuance of a certificate of inspection by the Building Commissioner as required under the provisions of 780 CMR 108.5.1.

LICENSING RENEWAL PROCEDURES – EFFECTIVE OCTOBER 1, 1994

1. The Licensing Agent shall mail to all annual license holders applications for renewal by or before October 1st for all annual licenses that expire on December 31st, or at least ninety (90) calendar days prior to the expiration date of any license that does not expire with the end of the calendar year. The Licensing Agent shall enforce this procedure for all licenses issued by the Select Board and by the Board of Health.
2. The applicant shall complete and submit all Town of Truro license renewal application forms, including all required documentation, signed by an authorized representative of the applicant.

3. The applicant shall be required to provide documentation that the applicant is current with all property taxes owed to the Town of Truro for all properties owned in whole or part by the applicant, and for all sales and excise taxes owed to the Commonwealth of Massachusetts for all businesses owned by the applicant. The applicant for renewal of a hotel or motel license shall present the licensing authority with documentation that the applicant has paid the state hotel and motel Room Occupancy Tax for the preceding calendar year, and is current with payments to the Commonwealth of Massachusetts.
4. The licensing authority will ask the Chief of Police for a recommendation on the license renewal being sought by the particular applicant and premise in question so as to ensure that the safety and well-being of the public will be protected, said report shall be submitted at least one week prior to official review and action by the licensing authority.
5. The Licensing Agent shall be responsible for coordinating all activities required for the renewal of licenses issued by the Select Board and the Board of Health in conformity with the provisions of the Executive Assistant/Licensing Agent job description, this policy, laws, rules and regulations currently in place and as amended and changed from time to time.
6. The licensing authority shall require documentation of the issuance of a certificate of inspection by the Building Commissioner as required under the provisions of 780 CMR 108.5.1, and documentation that all fire suppression systems, including but not limited to, sprinkler systems, Ansul systems (grease fire suppression system), and fire extinguishers have been filled, charged, certified for use and are in good working order. The Fire Chief shall assist the Building Commissioner with this documentation as necessary and upon request from the Licensing Agent and the Building Commissioner.



Kristen Reed, Chair



Robert Weinstein, Vice Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein

Select Board-Town of Truro