

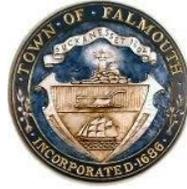
**Please Note: Liquor License processing generally takes 3 months from the date a complete, accurate application or amendment is received with all requirements.**

- Errors and missing information add to the processing time.
- Proofread your application carefully.
- Incomplete applications must be rejected.

To ensure licenses are issued for the Summer Season, applications for **all types of licenses** should be submitted by February 28<sup>th</sup>.

**Find application forms and instructions at**  
<https://www.falmouthma.gov/648/Licenses>

For questions contact [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov) or call 508-495-7325



## Town of Falmouth

59 Town Hall Square  
Falmouth MA 02540  
508-495-7320

### **Application for Transfer of License Restaurant, Club, or Hotel Liquor License Checklist**

**Liquor License processing generally takes 3 months from the date on which a complete, accurate application or amendment is received with all requirements.**

#### **Step 1: *Is your property ready for liquor license approval?***

- Building Commissioner - obtain approval and sign-off sheet for the Floor Plan, *see page 4*. Provide a copy of page 1 of the ABCC application.
- A Landscape Plan or Plot Plan/Site Plan is required for outdoor seating, *contact Building Commissioner's office for details*.
- Provide Floor Plan, page 1 of the application, and sign-off sheet to the Town Planner for review and signature.

#### **Step 2: *Now complete the requirements.***

- Police Department – Manager must complete a town background check.
- Health Department – Begin an application for a Food Service Permit in PermitEyes.
- Building Department – Begin an applicaiton for a Certificate of Inspection Permit in PermitEyes.
- Town Clerk – Obtain a Certificate of Doing Business (*in most cases*).

#### **Step 3: *Have all the following ready to submit with the application.***

- Apply for and obtain a new Common Victualler or Innholder License.
- Prepare to submit all Filing Fees for all licenses and, separately, all License Fees payable by bank or cashier's checks only, *see page 3*.
- Certificate of Insurance-Liquor Liability insurance coverage.
- TIPS or other alcohol safety certification for the Manager, *and all employees handling alcohol*

#### **Step 4: *Now you are ready to submit the application to the Select Board.***

- Submit all pages of the ABCC application and requirements found at [www.mass.gov/ABCC](http://www.mass.gov/ABCC)
- Applicant must at their own expense place for advertisement the hearing notice in the Falmouth Enterprise. The publication date will be provided.
- Attend the Select Board Liquor License Hearing.

**Please proofread the application carefully.  
Incomplete applications must be returned.**

**For questions contact [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov) or call 508-495-7320**



Please be advised that all license application fees must be paid upon submission of an application as follows:

- Filing fees and other administrative fees may be paid by personal or business check when the application is submitted. Cash is also accepted.
- License fees must be paid in full at the time of the application and are payable by a separate cashier's check or bank check only. These checks will be held on file and not processed until the application is fully approved and all license requirements completed. If the application is not approved the cashier's/bank checks will be returned to the applicant.

*Please contact the Select Board Office for further information.*



## Complete prior to applying for: Transfer of Liquor License

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LICENSE APPLIED FOR: \_\_\_\_\_

The attached plan or plans described below have been approved by the Building Commissioner's Office as appropriate for this application:

- a. A Floor Plan submit a plan completed and stamped by an *Engineer or Architect* to the Building Commissioner's office. The Plan must include all seating, parking, and the occupancy load calculation.
- b. For outdoor seating, submit a Landscape Plan or a Plot Plan/Site Plan, see building Commissioner's office for details.

Plan Submitted & Drawn by: \_\_\_\_\_

Plan Number: \_\_\_\_\_

Plan Date: \_\_\_\_\_

Revision date: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

NOTES: \_\_\_\_\_

Building Commissioner:   X \_\_\_\_\_

Date: \_\_\_\_\_

Town Planner:   X \_\_\_\_\_

Date:           X \_\_\_\_\_



## Town of Falmouth

### License Application – Department Contact Information

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**Select Board**      **Town Hall**      **(508) 495-7320**      [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov)

- License applications.

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**Building**      **Town Hall**      **(508) 495-7470**      <https://www.falmouthma.gov/307/Building>

- Approval of floor plan and/or site plan.

Apply online using **PermitEyes**

- Certificate of Inspection.
- Sign Permit

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**Zoning Appeals**      **Town Hall, Second Floor**      **(508) 495-7460**

- Special permit.

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**Planning**      **Town Hall, Second Floor**      **(508) 495-7440**

- Site plan review.

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**Assessor**      **Town Hall**      **(508) 495-7380**      <https://www.falmouthma.gov/175/Assessing>

- Certified abutters list.

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**Police**      **750 Main St.**      **(774) 255-4527**

- Call Central Records to schedule an appointment for the fingerprint-based background check.

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**Health**      **Town Hall**      **(508) 495-7485**      <https://www.falmouthma.gov/273/Health>

Apply online using **PermitEyes**

- Food service establishment permit.

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**Town Clerk**      **Town Hall**      **(508) 495-7360**

- Certificate of Doing Business.
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## **TRANSFER OF LICENSE**

To apply for a transfer of alcoholic beverages retail license, you will need the following:

- **\$200 Fee** paid online through our online payment link: [ABCC PAYMENT WEBSITE](#)
- **Monetary Transmittal Form**
- **DOR Certificate of Good Standing** This must be obtained by the seller, not the buyer.
- **DUA Certificate of Compliance** This must be obtained by the seller, not the buyer.
- **Transfer Application**
- **Manager Application**
- **Vote of the Entity**
- **Business Structure Documents**
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth
- **CORI Authorization Form** Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- **Purchase and Sales Agreement**
- **Proof of Citizenship** for the proposed Manager of Record.
- **Supporting Financial Records** for all financing and or loans, including pledge documents, if applicable.
- **Legal Right to Occupy**, a lease or deed.
- **Floor Plan**
- **Advertisement**
- **Additional information, if necessary, utilizing the formats provided and or any affidavits.**
- **Management Agreement**, if applicable, requires the following :
  - Management Agreement Application
  - Management Agreement
  - Vote of the Entity
  - CORI Forms for all listed in Section 13 and attachments

*Please Note: You may be requested to submit additional supporting documentation if necessary.*