



Town of Falmouth
Select Board Office
59 Town Hall Square, Falmouth MA 02540
508-495-7320

IMPORTANT UPDATE!

Beginning with 2023 license renewals, Restaurant, Innholder, Brewery/Winery, and Club liquor license applications must be completed with all requirements by December 15, 2022.

Please plan ***now*** to have all requirements completed for 2023 license renewal ***by December 14th*** to meet the new deadline.

Licensees must email or drop off a copy of the 2023 **Certificate of Inspection** to the Select Board Office by December 15th.

Contact the Health Department at health@falmouthma.gov for assistance with completing **Food Service Permit** applications by December 15th.

Businesses failing to meet the December 15th deadline will be subject to a \$50.00 fine.



Town of Falmouth

Building Department

59 Town Hall Square, Falmouth MA 02540

Telephone: 508-495-7470

Fax: 508-548-4290

It is now time to renew your Certificate of Inspection (CI)! – Moving forward your CI Certificate will expire December 15th.

The deadline to register and apply for your CI this year is October 15th.

The Building Department has implemented a new online permitting system (PermitEyes). The process of applying for your CI has changed. Please go online, register, and apply for your renewal (Certificate of Inspection Application). You can register at <https://permiteyes.us/falmouth/userregistration.php> and log in with the following link <https://permiteyes.us/falmouth/loginuser.php>.

Once you have applied, we will send you the fee amount which you will then be able to pay online.

Inspections will be conducted starting mid-October through December. Once your inspection has passed, we will process your certificate and you will be able to log back into PermitEyes to print your certificate and hang it at your establishment. (Please email licensing@falmouthma.gov or drop off a copy to the Select Boards office as part of your license renewal)

***** Attached are helpful guidelines pertaining to your Building and Fire Inspections. 3rd party inspections and reports must be completed and submitted by December 15th , please plan accordingly.***



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New and Renewal Certificate of Inspection list **Chapter 304 Alcohol license**

- Architectural Access Board compliant (handicap accessible)
- Certificate of Inspection must be posted properly
- Rubbish and flammables must be stored properly
- No storage around electrical panel
- Aisles must be clear of obstructions at all times
- All exits must be clear of obstructions at all times
- All handrails must be secure
- All egress lights must be operable
- No trip hazards
- Exit doors must be operable at all times
- \$50.00 fee will apply for all building department re-inspections

Fire Department List for CI's

- Submittal of the Fire Alarm and Sprinkler Test reports are the responsibility of the business owner
 - Fire Alarm, NFPA 72 Test Report for this calendar year
 - Sprinkler Test Report for this calendar year, if equipped
- No Storage around Fire Alarm Panel and Sprinkler System
- Hoods cleaned and inspected with current inspection sticker
- Hood Suppression System inspected and tagged
- Fire Extinguishers inspected and tagged