

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 28th.

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

For questions contact licensing@falmouthma.gov or call 508-495-7325



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

Application for Change of Manager Restaurant, Club, or Hotel Liquor License Checklist

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Step 1: Complete the requirements.

- Police Department – Manager must schedule and complete a background check at the Central Records Office of the Falmouth Police **-for an appointment call 774-255-4527 - bring a photo ID and a money order or bank check payable to the Commonwealth of Massachusetts for \$30.00.**
- Provide TIPS or other alcohol safety certification for the proposed Manager.
- Health Department – Update Food Service Establishment Permit in PermitEyes.
- Building Department – Update Certificate of Inspection in PermitEyes.
- Total Fees payable to the Town of Falmouth; \$80.00 plus \$10.00 for each additional license (Common Victualler, Entertainment, etc.)

Step 2: Now you are ready to submit the application to the Select Board

- Submit the requirements and all pages of the ABCC application and supporting documents found at www.mass.gov/ABCC, see page 2.
- A Liquor License Hearing is scheduled.
- The proposed Manager must attend the Select Board Liquor License Hearing. If approved the application is sent for final state/ABCC approval.

**Proofread the application carefully.
Incomplete applications may be returned.**

For questions contact licensing@falmouthma.gov or call 508-495-7320

Change of Manager

- Manager Application
- CORI Authorization
- Vote of the Entity
- Proof of Citizenship (Manager must be U.S. citizen)
- Payment Receipt

Town of Falmouth

License Application – Department Contact Information

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

- License applications.

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

Zoning **Town Hall** **(508) 495-7460**

- Special permit.

Planning **Town Hall** **(508) 495-7440**

- Site plan review.

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

- Certified abutters list.

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

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

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

Apply online using **PermitEyes**

- Food service establishment permit.

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

- Certificate of Doing Business.
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