

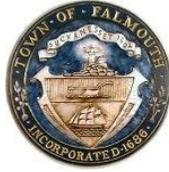
**Please Note: Liquor License processing generally takes 3 months from the date a complete, accurate application or amendment is received with all requirements.**

- 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 Multiple Amendments 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? – If the application includes an Alteration of Premises, Transfer of License, or Change of Location complete the following:**

- Building Commissioner - obtain approval and sign-off sheet of a Floor Plan completed/stamped by an Architect or Engineer. Provide page 1 of the ABCC application form. A Landscape Plan or Certified Plot Plan/Site Plan is required for outdoor seating, *contact the Building Commissioner's office for details.*
- Obtain the Town Planner's signature on sign-off sheet.
- Obtain the Health Agent's signature on sign-off sheet, *for most applications*
- Assessor's Office - Obtain a Certified List of Abutters: *Immediate abutters plus churches and schools within 500'.*

If the application includes a Change of Manager, alcohol safety certification (TIPS) and a background check at the Falmouth Police Department are required.

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

- Select Board Office - Total Fees payable to the Town of Falmouth, *fees vary-contact office.*
- Building Department – Apply for an updated Certificate of Inspection.

**Step 3: Now you are ready to submit the application to the Select Board.**

- Submit all pages of the ABCC application found at [www.mass.gov/ABCC](http://www.mass.gov/ABCC) and requirements, *see page 3.*
- A License Hearing is scheduled, and a Notice of Hearing is emailed to the applicant.
- Submit all pages of the Certified List of Abutters with the application - *if required.*
- Applicant sends the Notice of Hearing to abutters by Certified Mail within 3 days of the Hearing advertisement - *if required.*
- Submit the Affidavit of Abutter Notification with the receipts from the certified mailing to be part of the application - *if required.*
- Attend the Select Board Liquor License Hearing.

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

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



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for:

CHANGE OF CATEGORY

- \$200 fee via [ABCC website](#) and Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Category Application
- Vote of the Entity Board
- Advertisement\*
- Abutter's Notification\*

CHANGE OF LICENSE TYPE

- \$200 fee via [ABCC website](#) and Payment Receipt
- Monetary Transmittal Form
- Change of License Type Application
- Vote of the Entity Board
- Advertisement\*

CHANGE OF CORPORATE STRUCTURE

- 
- \$200 fee via [ABCC website](#) and Payment Receipt
  - Monetary Transmittal Form
  - DOR Certificate of Good Standing
  - DUA Certificate of Compliance
  - Change of Corporate Structure Application
  - Vote of the Entity Board
  - 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

CHANGE OF CLASSIFICATION

- 
- \$200 fee via [ABCC website](#) and Payment Receipt
  - Monetary Transmittal Form
  - DOR Certificate of Good Standing
  - DUA Certificate of Compliance
  - Change of Classification Application
  - Vote of the Entity Board
  - Abutter's Notification\*
  - Advertisement\*



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR MULTIPLE AMENDMENTS**

Please select all of the amendments you are applying for(continued):

**CHANGE OF OFFICERS/DIRECTORS/LLC MANAGERS**

\$200 fee via [ABCC website](http://ABCC website) and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form must be *notarized with a stamp or raised seal.*

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

**CHANGE OF OWNERSHIP INTEREST** (e.g. LLC Members, LLP Partners, Trustees etc.)

\$200 fee via [ABCC website](http://ABCC website) and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form must be *notarized with a stamp or raised seal.*

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

Purchase and Sale Agreement

Supporting Financial Records

Advertisement\*

**CHANGE OF STOCK INTEREST** (e.g. New Stockholders or Transfer or Issuance of Stock)

\$200 fee via [ABCC website](http://ABCC website) and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Financial Statement

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form must be *notarized with a stamp or raised seal.*

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

Purchase and Sale Agreement

Supporting Financial Records

Advertisement\*



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR MULTIPLE AMENDMENTS**

Please select all of the amendments you are applying for(continued):

**CHANGE OF CORPORATE NAME OR DBA**

\$200 fee via [ABCC website](http://ABCC website) and Payment Receipt (Corporate Name Only)

Monetary Transmittal Form

DOR Certificate of Good Standing (Corporate Name Only)

DUA Certificate of Compliance (Corporate Name Only)

Change of Corporate Name/DBA Application

Vote of the Entity Board

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

**CHANGE OF PLEDGE OF LICENSE, STOCK OR INVENTORY**

\$200 fee via [ABCC website](http://ABCC website) and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Pledge of License, Stock or Inventory Application

Vote of the Entity Board

Pledge documentation

Promissory note

**CHANGE OF MANAGER**

\$200 fee via [ABCC website](http://ABCC website) and Payment Receipt

Monetary Transmittal Form

Change of Manager Application

Vote of the Entity Board

CORI Authorization Complete one for the proposed manager of record. This form must be *notarized with a stamp or raised seal*.

Proof of Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR MULTIPLE AMENDMENTS**

Please select all of the amendments you are applying for(continued):

**CHANGE OF LOCATION**

\$200 fee via [ABCC website](#) and Payment Receipt  
Monetary Transmittal Form  
Alteration of Premises/Change of Location Application  
Vote of the Entity Board  
Supporting financial records  
Legal Right to Occupy  
Floor Plan  
Abutter's Notification\*  
Advertisement\*

**ALTERATION OF PREMISES**

\$200 fee via [ABCC website](#) and Payment Receipt  
Monetary Transmittal Form  
Alteration of Premises/Change of Location Application  
Vote of the Entity Board  
Supporting financial records  
Legal Right to Occupy  
Floor Plan  
Abutter's Notification\*  
Advertisement\*

**MANAGEMENT AGREEMENT**

\$200 fee via [ABCC website](#) and Payment Receipt  
Monetary Transmittal Form  
Management Agreement Application  
Management Agreement  
Vote of the Entity Board  
CORI Forms for all listed in Section 8A and attachments

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. This does not pertain to a liquor license manager that is employed directly by the entity.



**Must be completed prior to applying for:  
Multiple Amendments**

includes Alteration of Premises, Transfer of license, New License, and others

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

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

**AMENDMENT 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 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 Certified Plot Plan/Site Plan *contact the Building Commissioner's office for details.*

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

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

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

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

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

**Building Commissioner:**     \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Town Planner:**  \_\_\_\_\_

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

**Health Agent:**  \_\_\_\_\_

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



Please be advised that the fee process for license applications has changed. Effective 2025 all license application fees must be paid upon submission of an application as follows:

- Filing fees and other administrative fees payable to the Town of Falmouth 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 the application 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.*



**Town of Falmouth Assessing Department**

59 Town Hall Square, Falmouth MA 02540

Telephone: 508-495-7380

Fax: 508-495-7384

**REQUEST OF CERTIFIED ABUTTERS LIST**

Name of person requesting abutters list: \_\_\_\_\_

Address of person requesting abutters list: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Abutters to (subject property):  
Map \_\_\_\_\_ Section \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_  
Map \_\_\_\_\_ Section \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_  
Map \_\_\_\_\_ Section \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_

Lot size of subject property: \_\_\_\_\_

Location of subject property: \_\_\_\_\_

\_\_\_\_\_

Check one:

\_\_\_\_\_ Direct abutters (includes properties across street)

\_\_\_\_\_ Direct abutters in local Historic District (includes properties across the street) within 100'

\_\_\_\_\_ Immediate abutters (includes only properties with a common property line)

\_\_\_\_\_ Immediate abutters plus churches and schools within 500'

\_\_\_\_\_ Properties within 300'

\_\_\_\_\_ Properties within 300' or abutters abutter to abutter whichever is closest

\_\_\_\_\_ Properties within 100'

\_\_\_\_\_ Other (specify) \_\_\_\_\_

Fee. \$25.00 Total \_\_\_\_\_



**TOWN OF FALMOUTH**

**AFFIDAVIT OF NOTICE OF MAILING TO ABUTTER AND OTHERS**

To the Select Board of the Town of Falmouth, for the application by \_\_\_\_\_

\_\_\_\_\_, for \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_ hereby certify that the attached is a true list of the persons shown upon the Assessor's most recent valuation list as the owners of the property abutting the proposed location for an alcoholic beverages license at:

\_\_\_\_\_

And that the following schools, churches, or hospitals are located within a radius of five hundred (500) feet from said proposed location,

\_\_\_\_\_

\_\_\_\_\_

If there are none, please so state: \_\_\_\_\_

I also certify that the notice of this application/petition concerning an alcoholic beverages license was given to the above by mailing to each of them within three days after publication of same, a copy of the advertisement is attached below.

Signed and subscribed to under penalties of perjuries this day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**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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