



**TOWN OF FALMOUTH**  
Town Manager & Select Board Office  
59 Town Hall Square, Falmouth, Massachusetts  
02540 508-495-7320

## **INNHOLDER LICENSE APPLICATION**

M.G.L. 140 §2 and §4

*Please provide a complete application at least 30 days prior to Select Board hearing date*

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

- Building Department – provide a Floor Plan prepared by a design professional showing exits/entrances, distances, and occupancy load of each room, *see page 2*. Please submit the appropriate sign-off sheet.
- Building Department – apply online for a Sign Permit, <https://www.falmouthma.gov/307/Building>.
- Health Department – apply online for a Food Service Establishment Permit, <https://www.falmouthma.gov/273/Health>.

### **Step 2: Have all the following ready to submit with the application.**

- Total License Fees payable to the Town of Falmouth:
  - a. Filing Fee \$10.00 payable by check or cash
  - b. License Fees \$60.00 payable by Cashier's Check or Bank Check only
- Copy of the Lease or Deed.
- Copy of menu.
- Copy of special zoning permits, *if any, see Zoning Appeals Office.*
- Business Structure Documents:
  - a. Copy of Articles of Organization *(if a corporation)*
  - b. Copy of LLC Agreement *(if limited liability company)*
  - c. Copy of Partnership Agreement *(if partnership)*
  - d. Copy of Certificate of Doing Business *(if sole proprietorship)- obtained from the Town Clerk*
- A Certificate of Doing Business from the Town Clerk's office, *needed in most cases*

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

- Select Board office - Submit a complete license application for Common Victualler/Innholder with all items in Steps 1 and 2 completed.

*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, public notice advertising fees, and other administrative fees must 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 submission by 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

### License Application – Department Contact Information

---

**Select Board**      **Town Hall**      **(508) 495-7320**      [licensing@falmouthma.gov](mailto: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 Appeals**      **Town Hall, Second Floor**      **(508) 495-7460**

- Special permit.

---

**Planning**      **Town Hall, Second Floor**      **(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>

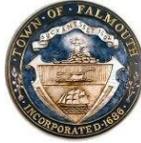
Apply online using **PermitEyes**

- Food service establishment permit.

---

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

- Certificate of Doing Business.
-



## TOWN OF FALMOUTH

Office of the Town Manager & Selectmen  
59 Town Hall Square, Falmouth, Massachusetts 02540  
Telephone (508) 495-7320 • [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov)

### COMMON VICTUALLER & INNHOLDER LICENSE APPLICATION

CHECK THE APPROPRIATE LICENSE

Common Victualler

Annual License

Innholder

Seasonal License

**Required fields are outlined in red:**

NAME OF APPLICANT:

TITLE:

HOME ADDRESS:

Town:

State:

Zip code:

BUSINESS NAME

*D/B/A if any:*

BUSINESS ADDRESS:

Town:

State:

Zip code:

MAILING ADDRESS *(if different):*

Town:

State:

Zip code:

FEDERAL ID #:

MANAGER OF RECORD:

EMAIL – required:

TELEPHONE – BUSINESS:

ALTERNATE:

DAYS OF OPERATION:

HOURS OF OPERATION:

## **SEATING CAPACITY :**

**APPLICATION MUST BE SIGNED BY OWNER, MANAGER of RECORD, OR AUTHORIZED REPRESENTATIVE**

**\*\*DATE:**

**Signature: OWNER or MANAGER of RECORD**

## **APPLICATION REQUIREMENTS :**

- **Food Service Establishment Permit – Health Department**
- **Filing Fee \$10.00 due with application**
- **License Fee \$60.00 due upon issue**
- **Business Structure Documents:**
  - **a. Copy of Articles of Organization (*if corporation*)**
  - **b. Copy of LLC Agreement (*if limited liability company*)**
  - **c. Copy of Partnership Agreement (*if partnership*)**
  - **d. Copy of Certificate of Doing Business (*if sole proprietorship*)**
- **Copy of lease or deed**
- **Copy of special zoning permits, *if any***
- **Copy of Floor Plan**
- **Copy of Menu**
- **Attend a hearing before the Board of Selectmen at a time and date designated**



**Complete prior to applying for:**  
**Common Victualler License**  
**Lodging House License**  
**Innholder 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. For Common Victualler Licenses submit a Floor Plan completed by a Design Professional showing exits/entrances, distances, and all seats.
- b. For Lodging House Licenses submit a Floor Plan completed by a Design Professional showing exits/entrances, distances, and the occupancy load of each room.
- c. For Innholder Licenses submit a Floor Plan completed by a Design Professional showing exits/entrances, distances, each seat in the dining areas, and the occupancy load of each room.

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

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

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