



## TOWN OF FALMOUTH

Office of the Town Manager & Selectmen  
59 Town Hall Square, Falmouth, Massachusetts 02540  
Telephone (508) 495-7320

### APPLICATION FOR A POOL or BILLIARD TABLE LICENSE

M.G.L. Chapter 140, Sections 177, 178, 179, 180

**Please provide a complete application at least 45 days prior to Select Board hearing date**

#### Step #1 Complete the following before applying:

- The Business Owner must complete a background check at the Central Records Office of the Falmouth Police Department before submitting this application. A photo ID and a money order or certified bank check for \$30.00 payable to the Commonwealth of Massachusetts are required. **Call 774-255-4527 for an appointment.**
- Obtain from the Assessor's Office a Certified List of Direct Abutters which included properties across the street within 100'

#### Step #2 Submit all of the following to the Select Board Office:

- A completed Pool or Billiard Table License Application form
- Copies of all pages of the Certified List of Abutters received from Assessor.
- Applicant must send copies of the Select Board Notice of Hearing to abutters by Certified Mail within 3 days of the Hearing advertisement. Submit the Affidavit of Abutter Notification with copies of the green receipts from the certified mailing.
- Copy of the fully executed Lease or Deed to business property
- Filing Fees \$40.00 plus *hearing notice advertisement fee* payable by check or cash, contact [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov). License Fees: \$100 per Table payable to Town of Falmouth by cashier's or bank check only.
- 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*)

#### Step #3 Schedule and attend a hearing before the Select Board:

- Attend a Select Board hearing.

*The license period is from the date of issue through April 30<sup>th</sup> of each year and must be renewed annually.*



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**NAME OF BUSINESS:** *D/B/A*

**ADDRESS:**

**TOWN:** **STATE:** **ZIP CODE:**

**MAILING ADDRESS:**  
*(if different)*

**OWNER:**

**HOME ADDRESS:**

**TOWN:** **STATE:** **ZIP CODE:**

**TELEPHONE #- HOME:** **BUSINESS:**

**EMAIL** *(REQUIRED)*: **FID#:**

**OWNER OF POOL TABLES:**

**NUMBER OF POOL TABLES:**

**Filing Fee: \$10 each license**  
**Pool Table License: \$100 per table**  
**Town Administrative Fee: \$30**

**DATE**

**OWNER, MANAGER OR AUTHORIZED AGENT**

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

- Special permit.

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**Planning**      **Town Hall**      **(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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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 in the Office of the Select Board 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.*