

# REQUIREMENTS FOR RESTAURANTS, CLUBS, and INNOLDERS RENEWING LICENSES

## Please submit the following with License Renewal Applications:

- **ABCC Retail License Renewal Form** - sign and return with application no later than the last business day in: November for Annual Licenses - March for Seasonal Licenses
- **Food Service Establishment Permit** – application will be emailed by the Health Department in October. Please submit application and fees as soon as possible to allow time for processing before December 31st.. Call 508-495-7485 for assistance.
- **Building Certificate (COI)** – application will be emailed by the Building Department in October. Please submit COI application and fees as soon as possible to allow time for processing before December 31st. Call 508-495-7470 for assistance.
- **Verification of Alcohol Safety Training (TIPS or equivalent)** current copies of certification for Manager of Record (*name that appears on current license*), all Managers, Bartenders, Servers, and other employees handling alcohol
- **Liquor Liability Insurance Certificate** – showing coverage for upcoming year
- **Annual Background Check for Manager of Record** (*name that appears on current license*) Call the Central Records Office at the Falmouth Police Department 774-774-255-4527 for an appointment and fee information (*payable to Commonwealth of Massachusetts*)
- **License fees** - Fees payable to Town of Falmouth must be made by Money Order or Cashier's or Certified Bank Check ONLY

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## PACKAGE STORE LICENSE REQUIREMENTS

### Please submit the following with License Renewal Applications:

- **ABCC Retail License Renewal Form** must be signed and return with application no later than the last business day in:
  - November for Annual Licenses
  - March for Seasonal Licenses
- **Annual Background Check for Manager of Record** (*name that appears on current license*) Call the Central Records Office at the Falmouth Police Department 774-774-255-4527 for an appointment and fee information (*payable to Commonwealth of Massachusetts*)
- **License fees** - Fees payable to Town of Falmouth must be made by Money Order or Cashier's or Certified Bank Check ONLY