



Licensing Department

150 Concord Street – Memorial Building – Room 203/Inspectional Services, Framingham, MA 01702-8325

Telephone: 508-532-5402 FAX: 508-532-5769

Diane Willoughby, Licensing Coordinator drw@framinghamma.gov

APPLICATION FOR NEW OR AMENDED LIQUOR LICENSE

Application Fee: New or Transfer- \$500 Amendment - \$100 Hearing Ad Fee, if applicable - \$125

Type of Liquor Application:

License Fee

- ALL ALCOHOL RESTAURANT LICENSE (POURING) \$3,000. Existing Common Victualer's License
MALT AND WINE RESTAURANT LICENSE (POURING) \$1,750. Yes CV License # No
MALT AND WINE LICENSE GENERAL (POURING) \$1,200.
FARMER SERIES (POURING) \$1,000.
ALL ALCOHOL LICENSE (RETAIL) \$2,100.
MALT AND WINE LICENSE (RETAIL) \$1,300. DATE:

New Application Transfer Renewal Other Specify

Name of Applicant:

Home Address:

Home Phone #:

Federal ID#: FAX if none, Social Security #: E-Mail

Business Name:

DBA:

Business Address:

Business Phone #:

Name & Location of Proposed Establishment: FAX E-Mail

Days and Hours of Operation:

Manager: Assistant Manager

Property Owner:

Copy of Floor Plan Copy of Site Plan Maximum Seating # Maximum Occupancy #

City of Framingham – Policy on Alcohol Licenses: Section I, Para. 2.& 3. All employees serving the public are required to have successfully completed an alcoholic beverage training program.

Servers & ID Checkers are Alcohol Server Trained? Manager & Asst. Manager Registered with the Framingham Police Department? All Employees serving alcohol and/or viewing id cards must be Alcohol Server Trained.

NO BUSINESS MAY OPERATE WITHOUT A VALID LICENSE ON THE PREMISES

I, the undersigned, state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge. Furthermore, I certify under the penalties of perjury, that all taxes, fees, and fines owed have been paid: The applicant agrees to conform to the Statutes, By-Laws and to the satisfaction of the Board of License Commissioners.

Applicant's Signature

NEW OR TRANSFERRED ALCOHOL LICENSE

**** City of Framingham Rules and Regulations Governing Alcoholic Beverages - Please read and become familiar with Rules and Regulations.

**** Framingham Management Identification Cards are required for all Managers & Assistant Managers of Record

Applications must be complete upon submission to the licensing office.

Forms

- Framingham Liquor License Application.
 - Framingham Common Victualer License Application. (dine-in food establishments)
 - ABCC Application Forms – www.mass.gov/abcc. Form must be typed online and printed.
 - Abutter's Request Form if required by ABCC- Certified list of immediate abutters.
- Churches/Schools/Hospitals within 500 feet. \$50.00 Fee – Paid to the Assessors' office or <https://epay.cityhallsystems.com/selection>

Before License can be issued, submit:

- Signed Workers' Comp. Ins. Affidavit
- Certificate of Insurance (naming Licensing Coordinator as Certificate Holder) or Information Page from policy.

Attachments Required

- Letter from Applicant/Attorney requesting approval from the Board of License Commissioners with a one-page narrative explaining Corporate/LLC/Individual structure, include name, address & date of birth of individuals having financial interest.
- Forms required by ABCC (check list can be found on ABCC website for each transaction (www.mass.gov/abcc)).
- Copy of Framingham Management ID for Manager & Assistant Manager of Record. If not available yet, proof of Board-approved alcohol server training certificates may be submitted.
- Corporation/LLC – Articles of Organization and Business Certificate from City Clerk's office, if applicable
- Corporate Vote (Must include one for Assistant Manager)
- Bank Statements or other financial information showing \$ paid and/or Commitment Letter
- Bill of Sale
- Lease Agreement or Deed
- 8-1/2 x 11 Floor Plan & Site Plan (if new or transferred license with changes)
- Menu

Licensing Office will publish Newspaper Advertisement

Licensing Office will provide legal notice which applicant must send via certified mail to abutters, if required for transaction. Copies of green returned cards, white certified mail receipts and affidavit of mailing to abutters and others must be submitted to the Licensing Office the week prior to hearing.

A hearing with appropriate representative in attendance is required.

Contacts for City Departments

Health Department – Memorial Building, Room 205 – 508-532-5470 – Required Food permits.

Inspectional Services – Memorial Building, Room 203 – 508-532-5500 – File a “Zoning Determination Form” to determine if proposed location is properly zoned (or special permit is required from the Zoning Board of Appeals or site plan review from the Planning Board).

Treasurer/Collectors Office – Memorial Building, Room 111 -- 508-532-5430 - All Taxes, Fees and Fines must be paid.

Zoning Board of Appeals – Memorial Building, Room B37 -- 508-532-5456– Obtain copy of any previous ZBA decisions.

Department of Public Works – 100 Western Ave. -- 508-532-6061 – Requirements for External/Internal Grease Interceptors.

Fire Department - 10 Loring Drive – 508-532-5943 – Current fire code requirements.

Police Department – 1 William Welch Way - 508-532-5917 – Alcohol Server Training Course must be successfully completed by employees serving alcohol and/or viewing ID cards. The Management ID from the Police Department is required for Managers & Asst. Managers. (Framingham Policy on Alcohol Licenses – Page 2, II. General, 2-4. ID pictures taken Thursdays, 9 a.m. to 11 a.m. and 1 p.m. to 3 p.m.

Fees

Alcoholic Beverages Control Commission (ABCC) - \$200.00 Fee (must be paid online)

- City of Framingham
- \$500. Application Fee (New or Transfer Liquor License)
 - \$100. Application Fee (Changes to Existing Alcohol License)**See required documents below
 - \$50. Application Fee (New or Transfer Common Victualer’s License)
 - \$125. Advertising Fee (If newspaper notice required by ABCC)
 - \$50. Abutters List Fee (Separate Check or online payment to Assessor’s Office)

Restaurant License Fees -

- \$3,000. All Alcohol Pouring
- \$1,750. Malt & Wine Pouring
- \$1,000. Farmer Series Pouring

- \$3,750. All Alcohol Innholder
- \$1,250. All Alcohol Club
- \$ 250. All Alcohol Veteran’s Club
- \$1,200. Wine and Malt General

Package Store License Fees

- \$2,100. All Alcohol Retail Package Store
- \$1,300. Malt & Wine Retail Package Store

Common Victualer’s License Fee

- \$75.00

ADDITIONAL TRANSACTIONS

Change of Manager

- ABCC Change of Manager Application – www.mass.gov/abcc Form must be typed online and printed.
- ABCC Monetary Transmittal Form
- ABCC \$200 Payment Confirmation
- Framingham Liquor License Application
- Framingham Management ID (if not obtained yet, Board-Approved Alcohol Server Training Cert.-see: <https://www.framinghamma.gov/Faq.aspx?TID=51>,
- Birth Certificate/Proof of Citizenship
- Driver's License or other government-issued photo if no Framingham Management ID
- Vote of the Corporate Board
- \$100 application fee made payable to City of Framingham

Change of Assistant Manager

- Framingham Change of Assistant Manager Application
- Government Issued Photo ID
- Framingham Management ID (if not obtained yet, Board-Approved Alcohol Server Training Cert.-see: <https://www.framinghamma.gov/Faq.aspx?TID=51>,
- Driver's License or other government-issued photo if no Framingham Management ID
- Vote of the Corporate Board
- \$100 application fee made payable to City of Framingham (If applying for Change of Manager concurrently, only \$100 application fee for both)

Change of Hours

- ABCC No Fee Monetary Transmittal Form – www.mass.gov/abcc Form must be typed online and printed.
- Vote of the Corporate Board
- Letter to the Board of License Commissioners listing current and proposed hours
- Framingham Liquor License Application
- \$100 application fee made payable to the City of Framingham

Alteration of Premises

- ABCC Alteration of Premises/Change of Location Application – www.mass.gov/abcc Form must be typed online and printed.
- ABCC Monetary Transmittal Form
- ABCC Application Payment Confirmation
- Vote of the Corporate Board
- Purchase and Sale Agreement (If Applicable)
- Supporting Financial Records for all loans, financing and/or bank statements showing sufficient funds
- Floor Plan
- Lease/Intent to Lease or Deed in name of Entity
- \$200 receipt from ABCC online payment
- \$225 check made payable to City of Framingham (\$100 application fee & \$125 legal notice fee)
- \$Abutters List (<https://epay.cityhallsystems.com/selection><https://epay.cityhallsystems.com/selection>)
- Affidavit of Notice Of Mailing To Abutter and Others
- Green Cards and Certified Mailing Receipts