



City of Framingham

License Administration – Room 203
150 Concord Street – Memorial Building – Framingham, MA 01702-8325
Telephone: 508-532-5402 FAX 508-532-5769
Diane Willoughby, Licensing Coordinator drw@framinghamma.gov

COMMON VICTUALER LICENSE APPLICATION
(NEW OR CHANGES TO EXISTING LICENSE)

Application Fee - \$50.00
Hearing Ad Fee - \$125 (only needed if no prior CV License at business address)
License Fee - \$75.00 (payable when new license is issued and annually)

PLEASE PRINT CLEARLY

Common Victualer License Only []

Common Victualer with Liquor License []

Date

New Application _____ Transfer _____/From _____

Other _____

Name of Applicant: _____

Telephone _____ E-Mail _____

Federal ID #: _____ if sole proprietorship, Social Security #: _____

Business Name: _____

Business Address: _____

Telephone _____ E-Mail _____

Name of Proposed Establishment: _____

Days & Hours of operation: _____

Property Owner: _____

Property Owner's Mailing Address: _____

Copy of Floor Plan Enclosed _____

Maximum Seating # _____

Copy of Site Plan Enclosed _____

Maximum Occupancy # _____

Manager: _____

Assistant Manager: _____

(Alcohol License Only)

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 owned have been paid:

Applicant's Signature

Common Victualer Application Requirements
NEW – TRANSFER -- CHANGES

- Completed and signed application form.**
- Application fee (\$50) and hearing ad fee (\$125, if applicable) must be submitted with application. One check for both made payable to City of Framingham**
- Set of 8-1/2" x 11" floor plan (*See required contents under written description)**
- Set of 8-1/2" x 11" site plan showing parking area and landscaping (new licenses or if making changes)**
- Written description must include the following: If no changes to existing floor and/or site plan indicate on application.**
 - *FLOOR PLAN AND DESCRIPTION (CONTENTS)**
 - **Address**
 - **Type of Building**
 - **Number of Entrances and Exits**
 - **Number of Rooms**
 - **Number of Tables & Chairs**
 - **Bar Area & Number of Seats**
 - **Storage Area with Square Footage**
 - **Kitchen Area with Square Footage**
 - **Dance Area/Band Area**
 - **Outside Serving/Seating Area**
- List of equipment AND estimated costs.**
- Copy of Business and/or Building Bill of Sale and/or Lease Agreement.**
- Business Certificate (if corporate name different than business name)**
- Articles of Organization (for corporations)**
- Check with Building Inspection Department to see if properly zoned (or special permit is required from Zoning Board of Appeals or site plan review from the Planning Board). Submit a set of floor plans and other required applications and information. (508-532-5500)**
- Check with Board of Health, Room 205, (508-532-5470) for required applications, permits and submit floor plans.**
- Check with Department of Public Works, 100 Western Ave (508-532-6601) for grease trap requirements.**
- Check with the Treasurer/Collector's Office, Room 111, (508-532-5430) All Taxes, Fees and Fines must be paid.**
- Check with the Fire Department, 10 Loring Drive, (508-532-5943) for current fire code requirements and arrange final inspection**
- Completed and signed Workers Compensation Affidavit**
- Copy of Information Page from the Workers Compensation Policy or Certificate naming Framingham Licensing Coordinator as Certificate Holder prior to license issuance, if there are employees**
- Menu (at least one week prior to hearing with Board of License Commissioners if not available at time of application)**

WRITTEN DESCRIPTION EXAMPLE – 228 Main St., Framingham, MA. Wood frame building with two entrances on Main St. Two exits rear of building. Tables and chairs with seating for 96 people. One bar with seating for 15 people. A basement storage area with 1000 square feet. Kitchen area has 750 square feet. No dance floor. No outside serving area.

Floor plan will “not” be required for annual renewals as long as no changes have been made or requested. Please indicate, if no changes are to be made.

City-approved MA Alcohol Server Certificates required for everyone who serves alcohol or check's IDs to verify age. Police Department Licensing Bureau, 1 William Welch Way, 508-532-5917. To make appointment for Alcohol Management ID required for Manager & Assistant Manager call 508-532-5901.
<https://www.framinghamma.gov/DocumentCenter/View/43242/Alcohol-Management-Identification-Card-Application>.