

New or Transferred Alcohol License Application Process

Before submitting any applications, contact the Licensing Office at 508-532-5402 or licensing@framinghamma.gov to inquire if there is an available license.

There is a Framingham portion and a State Alcoholic Beverages Control Commission (ABCC) portion to the alcohol license application process. All applications and required documents must be submitted to the Licensing Office with the Framingham Fees. The ABCC fee is \$200 payable online. Framingham requires an Assistant Manager of Record. If that person or the Manager is ever replaced, you'll need to apply to amend the alcohol license. Below are links you'll need to access the applications.

The \$625 fee (\$500 new application fee & \$125 hearing notice fee) is payable to the City of Framingham or by cash only. The Licensing Office schedules and advertises a hearing with the Board of License Commissioners. The Board typically meets the first and third Monday of the month at 7:00 p.m.

The applicant must notify direct abutters and schools, hospitals & churches within 500' of the proposed restaurant/package store within three days of the legal notice being published in the newspaper using certified mail. Submit an abutters request online this link: <https://epay.cityhallsystems.com/>. The list will be sent to the Licensing Office and forwarded to the applicant.

The Licensing Office provides the legal notice to the newspaper and to the applicant who must send it the listed abutters via Certified Mail Return Receipt Requested. Prior to the hearing an Affidavit of Notice of Mailing to Abutter & Others must be submitted. This or a similar form with the same information must be provided to the Licensing Office prior to the hearing.
<https://www.framinghamma.gov/DocumentCenter/View/29484/AFFIDAVIT-OF-NOTICE-OF-MAILING-TO-ABUTTER-AND-OTHERS?bidId=>

The Board expects the applicant, proposed Manager, and/or a representative at a minimum to attend the hearing with the Board of License Commissioners.

If the Board approves the license, the Licensing Office sends the ABCC application and required documents to the State for approval. The ABCC can take approximately six to eight weeks to render a decision.

Employees engaged in serving or selling alcohol must understand and comply with the Framingham's Rules & Regulations Governing Alcoholic Beverages.
<https://www.framinghamma.gov/DocumentCenter/View/44254/Rules-and-Regulations-Governing-Alcoholic-Beverages---9th-Revisions---September-25-2023-?bidId=>

The City requires all employees who sell and serve of alcohol and those who check ids to have alcohol server training. As of September 1, 2021, only the Manager and Assistant Manager of Record need Framingham Management IDs. An Alcohol Management Identification Card Application must be submitted to the Framingham Police Department with valid, approved alcohol server training certification. The application can be found here:
<https://www.framinghamma.gov/DocumentCenter/View/43242/Alcohol-Management-Identification-Card-Application>. Appointments with the PD can be made by calling 508-532-5917.

The City is accepting online classroom training. Approved providers can be found here:
<https://www.framinghamma.gov/Faq.aspx?QID=344>

A Certificate of Inspection signed by the Building Commissioner and Fire Chief is required prior to issuing new alcohol pouring licenses. The application for that inspection must be submitted to Inspectional Services in Room 203 and can be found here:
<https://www.framinghamma.gov/DocumentCenter/View/12080>

Before the alcohol license can be issued, the applicant will need to provide proof of Liquor Liability Insurance in the form of a Certificate.

Excerpt Mass. General Laws Ch. 138 §12:

No license shall be issued or renewed under this section until the applicant or licensee provides proof of coverage under a liquor legal liability insurance policy for bodily injury or death for a minimum amount of \$250,000 on account of injury to or death of 1 person, and \$500,000 on account of any 1 accident resulting in injury to or death of more than 1 person. Proof of the insurance coverage required by this section shall be made by filing a certificate of insurance in a form acceptable to the local licensing authority. The insurance shall be subject to sections 5 and 6 of chapter 175A of the General Laws.

Certificate Holder must be listed as: City of Framingham Licensing Coordinator, 150 Concord Street, Framingham, MA 01702

Prior to issuance of any license, a Certificate of Worker's Compensation Insurance is required if the licensed entity has employees. Certificate Holder must be stated as Framingham Licensing Coordinator, 150 Concord Street, Framingham, MA 01702.

Also, required is a Workers' Compensation Insurance Affidavit: <https://www.mass.gov/doc/affidavits-for-general-businesses/download>. The policy information to be disclosed is of the insurer affording the Workers' Compensation Insurance, not the insurance agent or broker. A guide with sample forms can be found here: <https://www.framinghamma.gov/3294/Sample-Workers-Compensation-Insurance-Af>

Manager & Assistant Manager Amendment Application Process

There is a Framingham portion and a State ABCC portion to change the Manager of Record. The ABCC fee is \$200 payable online.

Both applications must be submitted to Licensing Office with the \$100 Framingham License Amendment Application fee. Once the Police Department reviews and provides a recommendation, a hearing with the Board of License Commissioners will be scheduled. If the Board approves the amendment, the Licensing Coordinator will send the ABCC Manager application and required documents to the State for a decision.

Only the Framingham Liquor License Application is required for a Change of Assistant Manager. If this is the only amendment to an existing license, a hearing is not required. The ABCC does not need to approve an Assistant Manager.

If you have any questions, call the Licensing Office 508-532-5402 or email licensing@framinghamma.gov.

Framingham Alcohol License Application:
<https://www.framinghamma.gov/DocumentCenter/View/24572> This can be hand-written.

Framingham Assistant Manager Application:
<https://www.framinghamma.gov/DocumentCenter/View/24847>. Do not submit first page of the application twice if you are also submitting a new, transfer or other alcohol license amendments. Please indicate type of amendment on 'Other' line, i.e. Change of Manager & Assistant Manager. When applying for multiple changes, the total fee is \$100. This form can be neatly, hand-written.

State ABCC Application:
<https://www.mass.gov/how-to/apply-for-an-alcoholic-beverages-retail-license-new-or-transfer>
Application must be typed online, printed, signed and submitted with all required documents.