

**To Apply for a New Common Victualler License**

1. File the completed application for review by the Board of Selectmen.
2. A Food Permit (Board of Health), a Building Inspection Certificate (Code Enforcement) and a copy of the lease are also required to be filed with the application.
3. A newspaper Notice at applicants' expense must be published within ten (10) days of filing. If you have outdoor seating you must notify your abutters of outdoor seating plans. All abutters will be notified by certified mail Bring full page from paper of notice to Board of Selectmen's Office. Must be published within ten (10) days of filing. Hearing shall not be held sooner than ten (10) days after advertising. *Board of Selectmen's Office will prepare legal notice.*
4. A Written Agreement from property owner if not the applicant must be submitted with application.

**To Apply for an Existing Common Victualler License**

1. File the completed application for review by the Board of Selectmen.
2. A Food Permit (Board of Health), a Building Inspection Certificate (Code Enforcement) and a copy of the lease are also required to be filed with the application.
3. As long as there are no changes, (i.e. hours or capacity) no hearing is required.
4. All Licenses require annual renewals to be filed and paid by December 17th to remain active and in good standing.

**ALL Applicants must submit the following:**

- ☐ **Revenue Enforcement and Protection (REAP) Attestation:** Per M.G.L. Chapter 62, §49A.
- ☐ **Workers Compensation Certificate of Insurance** per MGL c152, §25A.
- ☐ **State Workers' Compensation Insurance Affidavit** – Even if your establishment does not require Workers' Compensation this must be filled out.
- ☐ **Business Certificate** per MGL c110, §5&6; Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, or under the true corporate name. *See the Town Clerk.*
- ☐ Check made out to the Town of Upton
  - Annual Fee \$50
  - Abutters List Fee \$20
  - Advertisement Fee TBD