

CITY OF ATTLEBORO LICENSING BOARD

LIQUOR LICENSE APPLICATION PROCESS AND FEES

1. All of the documents for liquor transactions must be obtained on the State Website at www.mass.gov. Click on Alcohol Beverages Control Commission. Click on Alcoholic Beverages Retail Licenses, then Apply for an Alcoholic Beverages Retail License (new or transfer), or Amend a Retail License then follow prompts for the transaction you are applying for. The forms must be completed online, printed and presented for submission to the Attleboro Licensing Board. The City of Attleboro requires additional forms for liquor transactions; 1) Certificate of Compliance or Common Victualer and 2) Workers Compensation forms. They can be found under the forms tab. Complete application packets must be received a minimum of 18 days prior to the scheduled Licensing Board meeting to allow time for advertising.
2. The transmittal fee to the A.B.C.C. is \$200.00 which must be paid online to the State. Fees to the City of Attleboro are as follows:
 - \$125** Transfer of License, New License, Transfer/Issuance of Stock, Change of Location, Alteration of Premises, Change of License, Farmer Series Pouring Permit (Advertising Require)
 - \$200** Transfer of License and Transfer/Issuance of Stock (in addition to the \$125 fee)
 - \$ 75** Change of Manager, New Officers/Directors, Change of Corporate Name, Pledge of Stock/License (Advertising not required)
 - \$ 35** Common Victualer

The check to the City of Attleboro is non-refundable regardless of the outcome of the hearing.

3. If an application requires an abutter notification (New License, Alteration of Premises, Change of Location, Farmer Series Pouring Permit), a certified list of abutters must be obtained at the Assessor's Office. A certified list of abutters application can be found under the forms tab. The City will place an ad in the local newspaper. The applicant will need to copy the ad and send to the certified abutters of the establishment. The applicant must submit the Notice to Abutters form found under the forms tab and must also submit the certified green cards with abutter signatures.
4. If the applicant is approved at the local hearing, the packet is then forwarded to the A.B.C.C. in Boston. Once the A.B.C.C. approves the application, an approved LLA Review Record is sent to the Local Board and then a license can be issued. This process can take 1-2 months to be completed.

The final step is payment of the license if approved by all parties. Current fees are as follows:

CURRENT FEES

Common Victualer AA -	\$1,650.00
Common Victualer W/M	\$ 950.00
Retail Package AA	\$1,775.00
Retail Package W/M	\$ 925.00
Innholder	\$1,650.00
Clubs (Private)	\$ 950.00
Tavern	\$1,030.00
Pouring Permit	\$ 100.00