



## Town of Douglas Liquor License New Application Checklist

The application for a new Liquor License can be found at  
<https://www.mass.gov/orgs/alcoholic-beverages-control-commission-abcc>

The Alcoholic Beverage Control Commission (ABCC) requires all applicants to fill out the application online, print it off and submit it to the Selectmen's Office for processing. Applicants must use the website to pay any ABCC fees as well.

### **Additional Requirements for the State of Massachusetts and the Town of Douglas:**

- Workers Compensation Certificate of Insurance:** Per MGL c152, §25A. Contact your insurance company and have them fax it to 504-476-4012 Attn: Board of Selectmen or email [lfreeman@douglas-ma.gov](mailto:lfreeman@douglas-ma.gov). ***Please make sure the Town of Douglas is listed as "Certificate Holder".***
- State Workers' Compensation Insurance Affidavit:** Even if your establishment does not require Workers' Compensation this must be filled out and signed.
- Fire Inspection Report:** Per Fire Code Compliance Policy for Businesses and All License Holders approved by the Board of Selectmen February 21, 2006. Call the Fire Department @ 508-476-2267.
- Certificate of Inspection:** Per M.G.L. Chapter 10, §74. Call the Building Department @ 508-476-4000 ext. 251 to schedule an inspection. (Only if you have on premise services.)
- TIP Certifications:** Per the Town of Douglas Training Intervention Program (TIP) Policy a list of names of all TIP Certified employees, name of trainer and training expiration date.
- 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. Contact the Town Clerk @ 508-476-4000 ext. 255.
- Emergency Contact Information:** Contact names, phone numbers, hours of operation, and whether or not the premises is alarmed.
- Check** made payable to the Town of Douglas. Contact the Selectmen's Office for fee amount.

### **Return checklist, paperwork, and payment to the Board of Selectmen Office.**

*The Board of Selectmen meet the 1st and 3rd Tuesday of each month. All applications must be reviewed by other Boards, Committees, and Departments. The review process can take about two weeks. Once reviews are finalized the application will be placed on the Board of Selectmen's next agenda.*