

Town of Plymouth
26 Court Street
Plymouth, MA 02360
508-322-3384

Here Is Your Liquor License Packet:

Please make sure you get zoning approval before submitting your paperwork.

<https://plymouthma.portal.opengov.com/categories/1071/record-types/1006485>

You must go to the ABCC website to complete the application online. The address is www.mass.gov/abcc/. Once you get to the site, scroll down to "WHAT WOULD YOU LIKE TO DO?" Pick "ALCOHOLIC BEVERAGES RETAIL LICENSES". Then "APPLY FOR AN ALCOHOLIC RETAIL BEVERAGE LICENSE (NEW OR TRANSFER)". Fill out the paperwork online, print it, then sign it and submit it back to me along with the rest of the paperwork required. The ABCC will not accept handwritten applications. Once all paperwork is returned to me I will process it. The Workers Comp. Form, Liquor Liability Cert., Fire Cert. of Inspection and Server Training Cert. can be passed in at a later date. Please contact the police department to arrange an appointment for fingerprint collection required for the background check. There is a fee. Here is the link for the police department paperwork. <https://www.plymouth-ma.gov/DocumentCenter/View/2996/Liquor-License-Background-Check-Form-PDF> If the manager and president are two different people, a police department background check form must be filled out for each one.

Along with the paperwork you should include two checks: One made out to "Town of Plymouth" for \$75.00, this is the processing fee and one made out to the Town of Plymouth for \$55.29 for the newspaper notice. You must also make a payment to the ABCC for \$200.00. You must pay this fee online directly to the ABCC by using their E PAY feature. Make sure you put the E PAY confirmation number on your application. The rest of the license fees can be paid when you pick up the license(s).

When I receive the background check form back from the police department and the Abutter Affidavit from the Assessor's Office (for New licenses only), we will set up a hearing date.

I will call you to let you know the date of the hearing and when the notice will run in the OCM (I will take care of placing the notice).

If you are applying for a new license, NOT a transfer: You must bring the abutter affidavit to the Assessor's Office. They will forward me your list of abutters which I will supply to you along with a copy of the notice which you can copy and use as your notice to the abutters. They must be notified within 3 days after publication of the notice in the newspaper, by certified mail, return receipt requested.

Once you have sent the notices, please bring me the white receipts attached to the signed affidavit stating that you have sent the notices. The affidavit needs to be notarized. This along with the green cards may be turned in the night of your hearing.

After approval by the Board I will upload your paperwork to the ABCC portal. It usually takes 4-6 weeks to get approval back from them.

Please make sure you have completed paperwork with the Public Health Dept. if necessary. I will also need to get the server training certificate for the manager on the liquor license, a copy of the liquor liability certificate (naming the Town as an additional insured) and a copy of your Fire Inspection Certificate (for on premise licenses only) signed off by the Building Department and the Fire Department.

CALL ME IF YOU HAVE ANY QUESTIONS. THANKS! Lisa Johnson, Inspectional Services