COMMON VICTUALER'S LICENSE

All New and Transferred Licenses: To operate a restaurant, a Special Permit from the ZBA is required. The Board of Selectmen will not accept any applications until the conclusion of the ZBA public hearing. Please see Michelle in Room #4 to obtain this permit; (781) 293-3864.

Procedure:

- Receive your Zoning Board of Appeals decision and plan to submit with your application.

- Complete and file an application for a Common Victualer's License at the Board of Selectmen's office; the fee is $75.00. License is renewed annually on January 1. This application includes a Workers' Compensation Insurance Affidavit and an iCORI authorization form and your submission will be incomplete without these.

- Make application for several food licenses at the Board of Health's office.

- Make appointment with the Building Inspector and Health Agent for inspection of the premises. After inspections are completed and approved, the Board of Selectmen will issue the license. Licenses are renewed annually.

- File Sign Permit Application with the Building Department; the fee is $4 per sq ft. Please do not have your sign made until it is approved.

- File a business certificate with the Town Clerk after Common Victualer's License is issued.

sjc
7/2015

COMMONWEALTH OF MASSACHUSETTS
TOWN OF PEMBROKE

APPLICATION FOR A LICENSE

TO THE LICENSING AUTHORITIES:

In accordance with the provisions of the Statutes relating thereto, application for a License is hereby made by

Name:_____
(full name of **person**, **firm** or **corporation** making application)

_____
(location and street number of **business** operation in Pembroke)

Request Permit or License to: **COMMON VICTUALER'S LICENSE**

CERTIFICATION OF TAX PAYMENT

I CERTIFY UNDER THE PENALTIES OF PERJURY THAT I, TO MY BEST KNOWLEDGE AND BELIEF, HAVE FILED ALL STATE TAX RETURNS AND PAID ALL STATE TAXES REQUIRED BY LAW.

_____ _____
Signature of Individual or Corporate Name (Mandatory) By: Corporate Officer (Mandatory, if applicable)

_____ _____
Social Security Number or Federal Identification Number Telephone Number

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquent taxes will be subject to license suspension or revocation. This request is made under the authority of M.G.L. Chapter 62C, Section 49A.
** This license will not be renewed unless this certification clause is signed by the applicant.*

_____
Signature of applicant

cc: Building Dept
Police Dept
Fire Dept

_____
Address of applicant

_____
Telephone #

Do Not Write Below This Line

_____ **LICENSE FEE**:_____ **APPROVED? YES / NO**
Board of Selectmen Clerk

LICENSE DATE: _____ **LICENSE # _____**

COMMONWEALTH OF MASSACHUSETTS
TOWN OF PEMBROKE

APPLICATION FOR A COMMON VICTUALER'S LICENSE

TO THE BOARD OF SELECTMEN:

In accordance with the provisions of the Statutes relating thereto, application for a License is hereby made by

Name:_____
(full name of **the Individual** making the application)

_____
(home address of **Individual** making the application)

Request Permit or License to: **COMMON VICTUALER'S LICENSE**
Business Address: _____

Name of Business: _____

Nature of Business: _____

Is Business owned: Individually_____Partnership_____Corporation_____

Days and Hours of Operation: _____

Manager's Name:_____

Manager's Address:_____

Have you ever been convicted of a felony in this state or any other state or territory?___ _____

Has any license issued to you under the provision of the General Laws ever been suspended or revoked? If so, give particulars:_____
_____

Any intentional false answers to any of the above questions will be just cause for the revocation of any licenses issued under the provision of the General Laws, as amended.

_____
Signature of Applicant

Workers Compensation Insurance Affidavit and iCORI Authorization Form must be submitted with this application for the application to be considered a complete submission.

Do Not Write Below This Line

Approval of:

Building Inspector:_____ **Board of Health**: _____

Town Clerk: _____ **ZBA if necessary:**_____

COMMON VICTUALER LICENSE APPLICATION CHECKLIST

Common Victualer licenses are issued to establishments that prepare food and serve on premises in accordance with Massachusetts General Laws, Chapter 140 § 2. There are additional permits issued by the Board of Health that are different and are required.

A Common Victualer's license is issued on an annual basis with an expiration date of December 31st for a fee of $75.00 for new applicants, $25.00 for renewals.

Common Victualer's licenses are for restaurants and other establishments where prepared food is served to the public on the premises. Vendors who do not serve food to be consumed on the premises do not obtain a common victualer's license from the Board of Selectmen.

All restaurants must have a Special Permit to Operate a Restaurant from the Pembroke Zoning Board of Appeals which can be reached at (781) 293-3864.

All new or renovated restaurants must have an inspection and certificate of occupancy from the Building Department which can be reached at (781) 293-3864.

All vendors who sell food must obtain the necessary food permits from the Board of Health which can be reached at (781) 293-2718.

All businesses require a Business Certificate filed with the Town Clerk's office which can be reached at (781) 293-7211.

ZBA Public Hearing Date: _____ Decision Attached: _____

Building Dept. Scheduled Inspection Date: _____ Cert. Attached: _____
Sign Permit Application Filed: _____

Board of Health Food Permit Date: _____ Permit Attached: _____

Town Clerk Business Certificate Date: _____

COMMON VICTUALER SCHEDULED APPOINTMENT

Complete Application Submittal Date: _____
(includes Worker's Comp Affidavit & iCORI Authorization Form)

Board of Selectmen Scheduled Meeting Date: _____