

## Alcoholic Beverages (AB) Retail License Applications Checklist\* for \_\_\_\_\_

\*Please refer to the document "Alcohol Beverages Regulations for Licenses Issued by the Lowell License Commission" for details.

**New License      Transfer Lic.      On-Premises\*      Off-Premises      All Alc.      B&W**

*Getting an AB License is a multi-step process. This checklist does not cover everything – it is the applicant's responsibility to know and meet all requirements and provide all materials before deadlines!*

Alcoholic Beverage Retail License Application and State guidelines for Package Stores, Restaurants, Hotels, and Non-Profit Clubs is available from the "Alcoholic Beverages Control Commission (ABCC)" at:

<https://www.mass.gov/how-to/apply-for-an-alcoholic-beverages-retail-license-new-or-transfer>

Once you complete the ABCC Application for a new or Transfer of a License and pay their fee to them (keep your receipt), you will submit a copy of the complete ABCC Application, with the following additional documents, to the License Commission at City Hall:

Business structure documents (Business Certificate/Partnership Agreement/Articles of Organization).

ABCC CORI Authorization (for each individual w/ interest in the business AND for the manager).

Proof of Citizenship for the manager.

Supporting financial records for all financing +/- loans.

Legal "Right to Occupy": copy of lease or deed for the property.

Floor plan showing dimensions, entrance(s), exit(s), and space use (i.e. seating, storage, and kitchen).

Receipt for payment of the ABCC fee (\$200 directly to ABCC).

[ Required for Transfer or Late Renewal]: Dept. of Revenue Certificate of Good Standing from seller.

[ Required for Transfer or Late Renewal]: Dept. of Unemployment Assistance Cert of Compliance from seller.

[ Required for Late Renewal]: Letter stating that nothing has changed with the license.

Additional documents required before your first meeting on \_\_\_\_\_ with the City of Lowell License Commission:

A copy of the business certificate (from Lowell City Clerk's office, 1st Floor, City Hall).

Lowell License Commission CORI Request form for the business Owner(s) and Manager, with a valid driver's license as proof of identification for each.

A work history for the business Owner(s) and Manager; you may attach a resume or CV that includes relevant experience.

The filing fee of \$75.00, payable to City of Lowell.

The advertisement fee of \$200.00, payable to City of Lowell.

The abutters list for the alcohol beverages license application is obtained from the Office of the City Assessor, 1st floor, Room 36, City Hall. There will be a fee, contact the City Assessor at 978-674-4200.

You must also ask for a list of schools, houses of worship (any denomination), and hospitals within 500 feet of your business's location.

Please also review the TIPS Certification program, here:

<https://www.tipsalcohol.com/massachusetts-tips-training.html>

At your first meeting with the City of Lowell License Commission, the Commission will evaluate your application and the supporting documents, as well as the location.

**\*On-Premises also require CV App, Entertainment App and Fees before your Hearing (see page 2)**

License Commission | Law Dept., 3<sup>rd</sup> Floor, City Hall 375 Merrimack St. Lowell MA 01852 | [JPyers@LowellMA.gov](mailto:JPyers@LowellMA.gov) | 978.674.4156

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### Notification of Abutters and Others:

At least 10 days before your second meeting with the City of Lowell License Commission, the Commission will place a legal notice in the paper letting the public know of your Hearing.

**Date of Public Legal Notice:** \_\_\_\_\_ **Published in:** \_\_\_\_\_

#### *Certified Mail, Return Receipt:*

As soon as the notice is published, you have 3 days to invite abutters and representatives of the schools, houses of worship, and/or hospitals within 500 feet – via Certified Mail, Return Receipt Requested – to attend the hearing. Save your postal receipts.

The school, church, and hospitals must also receive a notice from you that if they object to your application, they must submit a written objection by the date of the hearing.

You must provide a Notarized Affidavit of Notice to Abutters and Others (Schools, Churches, & Hospitals w/in 500 Ft).

Once you have the certified letter receipts, you'll submit them, along with your postal receipts and any returned letters, to the License Office before your hearing.

At your second meeting with the City of Lowell License Commission, the Commission will hold a hearing to allow members of the public to speak for or against the proposed alcoholic beverage license for your location.

### Hotels, Restaurants and Clubs have additional requirements due before hearing.

License applications for common victualler for a restaurant; and for entertainment, and automatic amusement device which are coin operated video and pinball games, and pool table. [HOTEL, RESTAURANT, CLUB]

Once the liquor license application has been approved by the Lowell License Commission, and the Alcoholic Beverages Control Commission, the license may be issued when the following items have been filed:

A copy of certificate of inspection signed by City of Lowell Building Commissioner, and Lowell Fire Chief; [HOTEL, RESTAURANT, CLUB]

A Health Department Food Permit; [HOTEL, RESTAURANT, CLUB]

A certificate of liquor liability insurance in the minimum amounts of \$250,000 for bodily injury or death for one person, and \$500,000 for more than one person; [HOTEL, RESTAURANT, CLUB]

A crowd manager certification if "occupant load" exceeds 99; [HOTEL, RESTAURANT, CLUB]

### Annual license fees are payable to City of Lowell (all checks made out to "City of Lowell"):

Bank/Cashier's check only for the **alcoholic beverages license**; Paid to City of Lowell Treasurer, and the receipt brought to License Commission, Law Dept., 3rd floor City Hall.

Business check will be accepted for the **filing** fee and **advertisement** (Public Notice) fee; Paid to the License Commission, Law Dept., 3rd floor City Hall.

### No License Will Be Issued Without a Certificate of Liability Insurance and All Fees Paid

On-Premises must also show Liquor Liability on their Certificate of Liability Insurance.