



Town of Washington

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Town Offices/Selectman

Procedure for a New Alcoholic Beverage License

An application for a new alcoholic beverage license can be found on the Alcoholic Beverages Control Commission (ABCC) website at www.mass.gov/abcc. Click on the "Forms & Application" button, choose the "Retail Forms" tab then click on the "Application for New Retail License" link.

Applications must be completed in its' entirety and returned to Board of Selectmen along with the application fee and all requested supporting documentation. Failure to do so will prolong the application process with both the local licensing authority and the Commonwealth of Massachusetts. Many applicants choose to have an Attorney complete the application package.

Within ten days of receiving your application package the Board of Selectmen will place an advertisement for a public hearing to take place no earlier than ten days after the hearing publication date. During that time you will be expected to send by certified mail a copy of the public hearing notice to all abutters. **Return receipts from the abutters notification is considered supporting documentation to your application.** A list of abutters as prepared from the Town of Washington's Assessors Office records has been compiled for your convenience.

The Board of Selectmen as the Licensing Authority has thirty days from the filing date to act on the application. A determination could be made after the public hearing or at a later date.

The Board of Selectmen will request that the Fire Chief, Building Inspector and Health Agent complete an inspection of the premises. Individual inspection fees apply. The current fee schedule has been enclosed.

The Town of Washington's requires that all individual and business related real estate tax and excise tax are current before any license or permit is issued.

If the application is approved it will be forwarded to the ABCC who will then contact the Division of Unemployment, Department of Revenue and an Investigator, who will offer a recommendation. This is an important step in determining the speed in which your application is processed. You should make sure all of your business and individual tax forms have been filed and that all taxes have been paid prior to this step as missing forms or taxes owed will prevent further processing of the application until the matter is corrected.

The Board of Selectmen will receive an approved Form 48 once the ABCC's approval process is complete. The Board of Selectmen has seven days from receipt of Form 48 to issue your license.

Licenses will be renewed during the month of November annually thereafter.

If the application is denied the Board of Selectmen are required to provide the applicant a Statement of Reason. There is an appeal process outlined on the ABCC website provided above.