



COMMON VICTUALLER LICENSE CHECKLIST

A Common Victualler License is required for any establishment that has the necessary implements for cooking, preparing, and serving food for strangers and travelers, and a place where you can consume food that has chairs, tables, or counters for sitting.

- ☐ Visit Building Department. Schedule Building Certificate of Inspection. Required annually. Submit a copy of inspection with application.
- ☐ Visit Board of Health. Obtain all necessary permits and schedule health inspection. Provide copies of Health Inspection Report and Board of Health Permit with application.
- ☐ Contact Fire Department for Fire Inspection Certificate – Per Fire Code Compliance Policy for Businesses and All License Holders. Required annually.
- ☐ Visit Assessor Office – complete any needed paperwork.
- ☐ Visit Tax Collector's Office – to ensure taxes are up to date.
- ☐ Complete Common Victualler License Application and Emergency Contact Form (*attached*).
- ☐ **BUSINESS CERTIFICATE:** per M.G.L. Ch. 110, §5 & 6 – Visit the Town Clerk to determine if one is required. If applicable, include a copy with your application. *Exempt: any incorporated businesses; for exemption: both the business name and dba would need to be incorporated.*
- ☐ **CERTIFICATE OF TAX COMPLIANCE:** Per MGL Chapter 62C, §49A.
- ☐ **WORKERS' COMPENSATION CERTIFICATE OF INSURANCE:** Per M.G.L C 152, §25A. If applicable, you must provide proof of Worker's Compensation Insurance with Town of Uxbridge listed as "Certificate Holder".
- ☐ **STATE WORKERS' COMPENSATION INSURANCE AFFIDAVIT:** Even if your establishment does not require Workers' Compensation, this form must be filled out and **SIGNED**. (*attached*)
- ☐ **CORI FORM:** A Completed CORI Form (*attached*) along with a driver's license or passport. Applicants must appear in person with a government issued ID.
- ☐ **PLAN** (blueprints or hand drawn floor plan) – showing the location of counters, tables, ranges, toilets and in general the purposed set-up of the premises, per M.G.L. Chapter 140, §6. *If the building is leased, provide a copy of the lease agreement.*
- ☐ **CHECK:** Payable to The Town of Dalton for \$50.00.
- ☐ Return checklist and all paperwork to the Town of Dalton, Attn: Select Board for placement on a Select Board Meeting Agenda. **Please Note:** Application review may take up to 4 weeks as all applications must be reviewed by other Town Departments.

COMMON VICTUALLER LICENSE APPLICATION FORM

Applicant: _____
(Business owner)

Applicant Address: _____

Business Name: _____ **DBA:** _____

Business Location: _____

If different from Applicant Address

Do you own or rent property: _____ **Hours of Operation:** _____

Description of Premises – Inside & Out (including # of tables, counter space, etc.) – use additional pages if needed and provide floor layout:

Manager Name: _____

Address: _____

Bus. Phone: _____ **Cell:** _____ **Email** _____

Will there be any employees? _____ **If so, how many** _____

Will building modifications or new construction occur? _____

Will public access building? _____ **Will there be a sign?** _____ **Will there be outside storage?** _____

Applicant Signature: _____ **Date:** _____

TOWN TO GET APPROVALS

Fire Chief- Premises have passed all fire safety inspections: ☐ Yes ☐ No

Signature and Comments: _____

Building Inspection- Premises have passed all building safety inspections: ☐ Yes ☐ No

Signature and Comments: _____

Zoning Department- Premises meet zoning regulations (For new Licenses): ☐ Yes ☐ No

Signature and Comments: _____

Treasurer/Collector- Real estate, Personal Property, Water/Sewer/Trash are current: ☐ Yes ☐ No

Signature and Comments: _____

Board of Health- Proper Permits obtained and food safety inspections passed: ☐ Yes ☐ No

Signature and Comments: _____

Police Chief- Application reviewed: ☐ Yes ☐ No

Signature and Comments: _____

Town Clerk - Business Certificate, if applicable: ☐ Yes ☐ No

Signature and Comments: _____

Assessor Office - Notify assessor of new business: ☐ Yes ☐ No

Signature and Comments: _____

Town Manager- Application reviewed and manager check completed: ☐ Yes ☐ No

Signature and Comments: _____

TOWN OF DALTON

BUSINESS EMERGENCY CONTACT FORM

NAME OF BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____

MANAGER/OWNER: _____

(PLEASE NOTE: THIS SHOULD BE A 24-HR CONTACT PERSON IN CASE OF EMERGENCIES.)

HOME ADDRESS: _____

CELL #: _____

EMAIL: _____

HOURS OF OPERATION: *Please submit your hours of operation in the box below and whether the premises has an alarm or sprinkler system. Class I-III Auto Sales Licensing will use ZBA Decision for hours.*

The premises is	_____ ALARMED	_____ NOT ALARMED
The premises has	_____ SPRINKLER SYSTEM	_____ DOES NOT HAVE SPRINKLER SYSTEM

THIS FORM MUST BE COMPLETED BEFORE A LICENSE IS ISSUED

SELECT BOARD LICENSE APPLICATION APPROVALS

Town to obtain approvals

Department - Sign if okay to grant license or add comments below.

Police Department Approval: _____

Fire Department Approval: _____

BOH Approval: _____

Treasurer /Collector Approval: _____

Assessor: _____

Town Clerk: _____

Building/Zoning: _____

Town Manager: _____

If you need space to provide comments, please do so here: