

TOWN OF BARNSTABLE
LIQUOR LICENSE APPLICATION PROCESS
ALTERATION OF LICENSED PREMISES

This is a two-part application, the Alcoholic Beverages Control Commission application followed by the Barnstable Licensing application. Kindly follow the below steps:

- (1) Alcoholic Beverages Control Commission (ABCC) application ([click here](#))
 - a. [Click here](#) to pay the ABCC \$200 filing fee; you will need to save a copy of the payment receipt.
 - b. Complete all seven pages of the application.
 - i. Select the Alteration of Premises checklist on page two and ensure all items listed are included along with the application.
 - ii. This application requires a legal ad and abutter notification. Town of Barnstable Licensing staff will provide the advertisement and instructions for noticing abutters once the application has been submitted.

****Please do not send the application to the ABCC. Town Licensing staff will forward the application to the State/ABCC once it has been approved by the Barnstable Licensing Authority.***

- (2) Log onto the Town of Barnstable's [Online Permit Portal](#) and select "amend" liquor license.
 - a. You will be prompted to attach the completed ABCC application as well as the items listed on the ABCC Alteration of Licensed Premise checklist. Do not submit your application until you have all the items on the checklist.
 - b. The Town of Barnstable will also have a \$100 application fee and \$82.22 legal ad fee which may be paid online via check or credit card.

POST APPLICATION STEPS

- Once submitted, the application will be reviewed by the Permit Coordinator, Health, Building, Fire etc.
- Once complete, Licensing staff will assign the application to the next Licensing Authority agenda keeping in mind legal deadlines apply (see hearing/deadline schedule [here](#)).
- Town of Barnstable Licensing staff will provide a copy of the legal ad to the applicant for mailing to abutters.
- The applicant or legal representative will attend the Local Licensing Authority public hearing.
- Once approved by the Barnstable Licensing Authority, Town Licensing staff will submit the approved application to the ABCC within three days of approval as required by Mass General Law Chapter 138.
- Upon approval of the ABCC, Town Licensing staff will request payment for the cost of the license; [Click here](#) for our fee schedule.

The process may take approximately 2-3 months from submission to ABCC approval.