

**TOWN OF BARNSTABLE**  
**LIQUOR LICENSE APPLICATION PROCESS**  
**TRANSFER**

**ABCC APPLICATION**

1. Start by reviewing the [Alcoholic Beverages Control Commission webpage](#)
  - [Click here](#) for a new application.
    - i. [Click here](#) for the CORI form; *Complete one for each individual with beneficial interest in the entity that is applying AND one for the proposed manager of record.* This form must be notarized with a stamp or raised seal. *Officers/Directors of non-profit clubs with no ownership do not need to fill out CORI applications.*
    - ii. ***Each item on the checklist must be completed before proceeding to the town application***
  - [Click here](#) to pay the \$200 ABCC fee
    - i. Be sure to retain a copy of the receipt as you will need to include that with your town application

***\*Please do not send the application to the ABCC directly. Town Licensing staff will forward your application to the ABCC once the Local Licensing Authority approves it.***

**TOWN OF BARNSTABLE APPLICATION**

2. [Click here](#) to begin the Town of Barnstable application
  - The applicant will be prompted to attach:
    - i. The ABCC application including each checklist item
    - ii. A floor plan, to scale, approved by the Building Department
    - iii. Certificate of Liability Insurance (acord 25) reflecting the General Liability, Liquor Liability and Workers' Compensation Insurance
    - iv. A Workers' Compensation Affidavit ([click here](#) for a fillable form)
  - The applicant will be prompted to pay the \$100 filing fee and \$82.22 legal ad fee
3. If you propose to have Daily Live or Daily Non-Live Entertainment, please [click here](#) to apply.
  - Daily Live Entertainment includes live amplified music
    - i. Live entertainment will require a floor plan which delineates where the live entertainment will be arranged.
  - Daily Non-Live Entertainment includes TV's, recorded music below conversation level, juke box, video games.

**POST APPLICATION STEPS**

- Once submitted, the application will go through review by the Permit Coordinator, Health, Building, Fire etc.
- Once deemed complete, I will assign the application to the next applicable Licensing Authority agenda (see hearing/deadline schedule attached)
- I will provide a copy of the legal ad to the applicant for mailing to abutters
- The applicant will attend the Local Licensing Authority hearing
- Once approved by the Local Licensing Authority, I will submit the approved application to the ABCC.
- Once the ABCC approves the application, I will then bill the applicant for the cost of the license; [Click here](#) for our fee schedule

***The process takes approximately 2-3 months from submission to state approval.***