



TOWN OF NORTHBOROUGH

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MEMORANDUM

TO: Liquor Licensees

FROM: Diane Wackell, Executive Assistant to the Board of Selectmen

SUBJECT: Alteration of Premises where an Alcohol License is in effect

DATE: September 9, 2010

If you are planning to make any alterations to your premises and it requires a building permit, you will first need to obtain prior approval by both the Board of Selectmen and the ABCC. Alteration of premises means any increase or decrease in size, change in character, or changes in the entrance/exit locations.

Please visit the ABCC's website at <http://www.mass.gov/abcc/> to obtain the proper documents that must be completed and submitted to the Board of Selectmen.

Pursuant to Chapter 138, Section 15A, the floor plan to be submitted with the application must represent the actual dimensions as it will be constructed, including the location of any permanent structures. In other words, the plan that is submitted to the Board of Selectmen and the ABCC must be the final plan as it will be constructed and approved by the Building Inspector and Fire Chief.

The Board of Selectmen, through its public safety officials, is the final judge as to whether or not the final product is according to the plan that was approved by the Board of Selectmen and the ABCC.

Approval by the Board of Selectmen to alter the premises will be subject to the final construction being done according to the plan submitted with the application.

Alteration of Premises

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Please be sure to include the following when submitting your application:

- Form 43 - ABCC Website
- Transmittal Form - ABCC Website
- Petition for a Change of License Form - ABCC Website
- Floor Plans - representing the actual dimensions as it will be constructed, including the location of any permanent structures - must first be approved by the Building Inspector and Fire Chief
- Legal right to occupy the premises - Lease (if applicable)
- Supporting financial records - bank statement or any other documents representing where the funds are coming from to finance the construction
- Vote of the Corporate Board authorizing the alterations
- \$200 Fee - payable to the ABCC
- \$100 Fee - payable to the Town of Northborough (for hearing notice and abutter notification)
- \$25 Fee - payable to the Town of Northborough (for the Abutter's List)

Any application to alter the premises will not be considered complete until the receipt of the final plan that is approved by the Building Inspector and the Fire Chief. At that time, a public hearing will be scheduled before the Board of Selectmen. Once the application is approved by the Board of Selectmen, it will be forwarded to the ABCC for their consideration. Construction may not begin until the ABCC's approval is granted.

Please do not hesitate to contact me at 508-393-5040 if you have any questions.