

Dear License Applicant:

Re: Common Victualler License Application:

Following are instructions and a list of documents required for this application. **Please note that the General Town Application needs to be completed as part of your application and can be accessed through the following link: [Town of Easton General Application](#) .**

This is an online fillable form. This form along with the other documents noted here needs to be completed and then returned to our office: Board of Selectmen, 136 Elm St., N. Easton, MA 02356.

A check for \$100.00 payable to the Town of Easton is required. This payment is for the \$75.00 annual fee for the license and the filing fee of \$25.00.

The general application form requests a detailed plan of the property and floor plans of the establishment. This plan should be submitted on paper that is 8 1/2 x 11.

The application should also include the following:

- Lease Agreement – if the property is owned by someone other than the applicant
- Purchase & Sales Agreement – if applicable

And additionally, if the applicant is a corporation:

- Original Certificate of Good Standing from the Massachusetts Corporations Division (http://corp.sec.state.ma.us/corp/Certificates/Certificate_Request.asp)
- Corporate Vote – authorizing the business at the location

Once your completed application is submitted with payment, we will schedule a hearing with the Board of Selectmen within four weeks of the date of filing. Prior to receipt of your license, a copy of your insurance binder or certificate of insurance for your workers' compensation policy, along with the completed [Workers' Compensation Affidavit](#), must be presented.

Please note that you must contact the Board of Health (508) 230-0620 to complete a separate application for other permits that might be required to operate a food establishment in Easton.

If you have any questions, please do not hesitate to contact me at (508) 230-0512.

Thank you,
Kit Minsky (kminsky@easton.ma.us)
Executive Secretary
Town of Easton