

## Instructions for Opening a Restaurant/Retail Food establishment:

### Before you start the application process:

- 1) Check with the **Board of Health (508) 230-0620** to see as to your location's septic capacity. This is important as it will determine if a new eating establishment can open, the number of seats that will be allowed, possible septic upgrade needed, etc.
- 2) Then check with **Planning & Community Development (508) 230-0631** to see if there is an approved site plan on file or if you need to go before the Planning Board to obtain an approved site plan.

### If you have completed the above and are ready to move forward:

All permit applications are submitted online. Visit [www.easton.ma.us](http://www.easton.ma.us) and under the Town Seal on the left, 3<sup>rd</sup> link down, click on Licenses/Permits. Now, you are on the department licensing page.

- You will choose **Selectmen's Office (508) 230-0512** and file permit application(s) for:
  - 1) Any seating requires a Common Victualler License. (Attendance at a Selectmen's meeting is required).
  - 2) Entertainment license – if live music and/or performers. This will be filed as a sub-application from the Common Victualler application.
  - 3) If you will be **servicing/selling alcohol**, a town application will be required along with a state Alcohol Beverage Control Commission application. (Attendance at a Selectmen's meeting is required).
- You will also need to file permit applications with the **Board of Health:**
  - 4) Application for construction or remodel of a food establishment. This is in hard copy form; ask for it to be email or mailed ([kminsky@easton.ma.us](mailto:kminsky@easton.ma.us)) Completed application will be submitted & fee paid with a check.
  - 5) New Food Establishment permit – application will be filed online. Floorplan, ServSafe, Allergen Certificates are uploaded as PDFs or JPG files.
  - 6) Dumpster(s) permit, if you are responsible for the trash dumpster and not your landlord.
- **Building (Inspectional Services) Department (508) 230-0581.** If there is any renovation, remodeling, or alteration of the space, you will need a licensed contractor to file and obtain building, plumbing, gas, wire, permits. You will need to file a sign permit application for your sign.

Prior to opening, **IF you have a DBA**, you will need to file for a business certificate through the **Town Clerk's Office**. Here is the link:

[http://www.easton.ma.us/departments/town\\_clerk1/business\\_certificate.php](http://www.easton.ma.us/departments/town_clerk1/business_certificate.php)

If you have any questions, please call Kit Minsky at (508) 230-0581.

Thank you.