

***CITY OF BROCKTON
LICENSE COMMISSION***

*City Hall, 45 School Street
Brockton, Massachusetts 02301
Tel: (508) 580-7805 Fax: (508) 941-0204*

**INSTRUCTIONS
APPLICATION FOR COMMON VICTUALER LICENSE**

1. Zoning Board approval (New Location)
2. Common Victualer application
3. Taxes on Property paid (Information will be verified with Tax Collector)
4. Detailed floor plan, drawn to scale. (Copy of plan must be filed with Board of Health)
Include interior layout and seating, kitchen, counter, exits, etc.
5. Proof of Identification
6. a. Corporation - Certified copy of Articles of Organization. In addition, if applicable, a business certificate must be filed once license is approved.

b. If individual or partnership, a business certificate must be filed once license is approved.
7. New location - Itemized list of equipment to be used in proposed set-up as well as cost of such equipment.
8. Tax attestation (City of Brockton and Department of Revenue)
9. If license is being transferred, a letter from present individual licensee or vote of corporation authorizing such transfer.
10. \$100 Filing Fee which must be in the form of a check made payable to the City of Brockton.
11. Worker's Compensation Insurance Affidavit

12. Location must be inspected and approved prior to issuance of license. Applicant is responsible for obtaining inspection forms at License Commission office and contacting departments to make arrangements for inspections.

Building Dept. 580-7150
Fire Prevention 583-2933

Board of Health 580-7175
Insp. Of Wires 580-7146

13. \$100 fee in form of check made payable to the City of Brockton upon issuance of license.

***** NO APPLICATION WILL BE PROCESSED UNLESS ITEMS 1 THROUGH 10 ARE SUBMITTED**

***** APPLICATIONS MUST BE RECEIVED AT LEAST TEN (10) BUSINESS DAYS PRIOR TO MEETING**