# Haverhill

License Commission, Room 118
4 Summer Street, Haverhill, MA 01830
Phone: 978-374-2312 Fax: 978-373-8490
cityclerk@haverhillma.gov

## NEW LIQUOR LICENSE APPLICATIONS

**RESTAURANT/GENERAL ON PREMISES/CLUB/HOTEL/CONTINUING CARE RETIREMENT COMMUNITY/TAVERN (SECTION 12) LICENSES, PACKAGE STORE/GROCERY STORE/GAS STATION (SECTION 15) LICENSES, AND FARMER-SERIES/MANUFACTURER (SECTION 19) POURING PERMITS**

### APPLICATION PROCEDURE

1. Go to the Alcoholic Beverages Control Commission (ABCC) website – https://www.mass.gov/orgs/alcoholic-beverages-control-commission-abcc
2. Click on **"Alcoholic Beverages Retail Licenses"**
3. Click on **"Apply for an Alcoholic Beverages Retail License (New or Transfer)"**
4. Click on "New Retail License Application".
5. You must now pay the ABCC online, so click on the EPAY – Pay your bill online either before or after you complete your application. You must supply evidence of the online payment with your application.
6. Complete form online. The ABCC will not accept handwritten applications. Once complete, print out the application and submit the application ***and all required documents***. The City will charge its own $200.00 application fee, distinct from the ABCC application fee. Additionally, you must pay the Advertisement Fee: $150.00 or $250.00, depending on how soon you submit your application prior to the hearing (20+ days or 15-19 days). The applicant must submit the original application and four copies of the application and all required documents. All documentation must be delivered to the License Commission Clerk, in the Haverhill City Clerk's Office, Room 118.
7. The applicant should set an appointment with the License Commission Clerk to review the application and supporting documentation as this review can be time consuming. An incomplete application will not be accepted. Please be advised that the application process can be lengthy as the application must be approved by both the License Commission (LLA) and the ABCC.

### HEARING SCHEDULE

1. Your application requires a legal advertisement which must be **published at least 10 days prior** to the meeting. The Haverhill License Commission communicates directly with the Haverhill Gazette or The Eagle Tribune to submit your advertisement. Please note that the

newspapers require three business days ahead of the date of publication to process the advertisement request. The License Commission Clerk will submit the advertisement once the completed application and the required documentation are filed. It is your responsibility to pay the **$150.00/$250.00 advertisement fee prior to the advertisement being placed**.

2. Your application will be placed on the agenda for the next meeting for which you have completed all requirements or allowed enough time to do so. It is imperative that a representative of the applicant attend this meeting. The proposed manager must also attend this meeting.
3. ABCC requires a **Mailing to Abutters and Others**. The notice must be ***mailed certified mail, return receipt requested within three days of the date of the advertisement*** and the certified mail receipts must be supplied to the License Commission Clerk either at or before the hearing. The License Commission Clerk will provide a list of **abutters, schools, churches and hospitals** that abut the property for which you are seeking a license. The property owner is deemed to be an abutter if the applicant does not own the property being licensed in the same name as the licensee. In addition to mailing notification to the listed abutters, the applicant must also mail notice to any tenant of a listed abutter. It is the applicant's responsibility to determine if any of the abutters listed are rental properties and to notify the tenant, if applicable. ***Again, this notice is mailed certified mail, return receipt requested.***

## LICENSE DECISIONS

1. Any decisions by the License Commission are contingent upon the approval of the ABCC.
2. Upon ABCC approval and completion of pending requirements, the license may be issued. All license fees due to the City of Haverhill must be paid in full prior to the issuance of the license. (see Fee Schedule for exact pricing)

## ADDITIONAL REQUIREMENTS

In addition to the application and the fees listed above, the following must also be provided before the license can be issued:

- **FOR ALL LICENSEES:**

1. Business Occupancy Inspection by the Fire Department and Health & Inspectional Services (*Section 12/19 Licensees must complete the* Bill 304 Occupancy *Inspection*)
2. Copies of the Safe Service of Alcohol Certifications for the proposed license manager and any other staff serving/selling alcohol.
3. Workers' Compensation Insurance Affidavit and copy of the Declaration page of the Workers' Compensation Insurance must be submitted prior to the license being issued. If your business will have no employees, only the affidavit denoting this is required.
4. Food/Milk Permit from the Health Department – required for anyone selling alcohol.

5. A Business Certificate may be required if the applicant is a Sole Proprietor or a corporation, LLC or LLP doing business in a different name than the corporation, LLC or LLP. This certificate can be issued by the City Clerk's office, after the applicant obtains a zoning approval form from Health and Inspectional Services. The cost of the Zoning approval form is $10.00, and the cost of the Business Certificate is $60.00. Certificates must be renewed every four (4) years.
6. Payment of all license fees. These fees are available from the License Commission Clerk and are listed on the City of Haverhill website at https://www.haverhillma.gov/government/boards-committees-and-commissions/license-commission/

- **FOR SECTION 12 LICENSES & SECTION 19 POURING PERMITS ONLY:**
(*in addition to all requirements above*)

1. Liquor Liability insurance in compliance with MGL Chapter 138, section 12 ($250,000.00/$500,000.) showing the City of Haverhill as the Certificate Holder.
2. Crowd Manager Certification for Nightclubs, Dance Hall, Discotheques, or Bars with Occupancy limit of 100 or more *(Sec.12 only)* .
3. Copy of Section 19/19B/19C/19E license issued by the ABCC *(Sec.19 only)*

## RENEWALS:

This license is renewal annually and the renewal process must be completed by Thanksgiving Day (end of November) each year. Renewal information will be sent from both the ABCC and the License Commission Clerk at renewal time. Haverhill Liquor Licensees must also attend an annual, mandatory Renewal Meeting (sometime in September) to go over requirements. Failure to renew in a timely fashion will result in nonrenewal of the license and require you to begin a new license application if you intend on continuing in business.

## ADDITIONAL INFORMATION

If you are opening an establishment that intends to serve food or allow for consumption of food on the premises, you must also apply for a Common Victualler's License. The cost of this license is $100.00 plus an initial application fee of $60.00. This license is heard by the License Commission and may be heard at the same time as the Liquor License application. The application and requirements are available online at: haverhillma.portal.opengov.com/categories/1094/record-types/1006616 ***This license is in addition to any requirements of the Board of Health and the applicant is responsible for contacting Health/Inspectional Services for appropriate licenses from that department.*** This License is renewed annually in December of each year ***regardless of the date*** you receive your license. Renewal information will be sent from the License Commission Clerk at renewal time.

If you are planning on using any form of Entertainment (e.g. television, radio, amplified music, bands) you must apply for an Entertainment License. The cost of this license is $100.00 plus an initial application fee of $60.00. This license is also heard by the License Commission and may also be heard at the time of the Liquor License application. The application is available online

at haverhillma.portal.opengov.com/categories/1094/record-types/1006444 This License is renewed annually in December of each year, ***regardless of the date*** you receive your license. Renewal information will be sent from the License Commission Clerk at renewal time.
**NOTE:** If the Common Victualler's License and the Entertainment License are applied for and heard at the same meeting as the Liquor License application, then the application fee for these licenses will be included in the City's $200.00 liquor application fee.

Outdoor Dining may also be an option for your establishment. This is a seasonal permit which runs from March 1st to October 31st. Please speak with the License Commission Clerk to determine if this option is available and to obtain the application and requirements.
**NOTE: THE ABCC MUST APPROVE ANY OUTDOOR DINING AREA SO IT MUST BE INCLUDED IN THE ORIGINAL APPLICATION.** If this is an option you wish to pursue at a later date, an Outdoor Alteration of Premises application will need to be submitted to the License Commission. This application can also be requested from the License Commission Clerk.

Please call the License Commission Clerk at 978-420-3630, or City Clerk's office at 978-374-2312, should you have any questions or concerns. For questions regarding the application process specifically or materials required, please contact the ABCC at 617-727-3040.

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*(City of Haverhill application form below)*

# CITY OF HAVERHILL ALCOHOL APPLICATION

APPLICANT (INDIVIDUAL, CORPORATE OR LLC/LLP NAME): _____

_____

APPLICANT'S D/B/A: _____

APPLICANT'S ADDRESS: _____

_____

APPLICANT'S TELEPHONE NUMBER: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____ E-MAIL: _____

MAILING ADDRESS: _____

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TYPE OF LICENSE:

**ON-PREMISES**: SECTION 12 – RESTAURANT/GENERAL ON PREMISES/CLUB/VETERANS CLUB/HOTEL/CONTINUING CARE RETIREMENT COMMUNITY/TAVERN; SECTION 19 – POURING PERMIT
(CIRCLE ONE ABOVE) NEW _____ TRANSFER _____

ALL ALCOHOL_____WINE AND MALT_____WINE AND MALT W/ CORDIALS/LIQUEURS*_____
OTHER (PLEASE SPECIFY)_____*COMMON VICTUALLER LICENSEES **ONLY**

**OFF-PREMISES:** SECTION 15 – PACKAGE STORE/GROCERY STORE/CONVENIENCE STORE/GAS STATION
(CIRCLE ONE ABOVE) ~~NEW~~ (***UNAVAILABLE***) TRANSFER _____

ALL ALCOHOL_____WINE AND MALT_____
OTHER (PLEASE SPECIFY)_____

ADDRESS OF ESTABLISHMENT: _____

HOURS OF OPERATION:

| | OPEN: | CLOSE: |
|---|---|---|
| SUNDAY: | _____ | _____ |
| MONDAY: | _____ | _____ |
| TUESDAY: | _____ | _____ |
| WEDNESDAY: | _____ | _____ |
| THURSDAY: | _____ | _____ |
| FRIDAY: | _____ | _____ |
| SATURDAY: | _____ | _____ |

*revised 11/06/2026*