

TOWN OF BARNSTABLE
LIQUOR LICENSE APPLICATION PROCESS
CHANGE OF CLASS, CATEGORY, & LICENSE TYPE

This is a two-part application. You will first need to complete the ABCC application, then submit that electronically to the Licensing Program via the [On-Line Permit Portal](#). Please follow the below steps in order.

ABCC APPLICATION

1. Start by reviewing the [Alcoholic Beverages Control Commission webpage](#)
 - [Click here](#) for a change of classification application.
 - i. ***Be sure you have every checklist item ready before proceeding to the town application.***
 - [Click here](#) to pay the \$200 ABCC fee.
 - i. Be sure to retain a copy of the receipt as you will need to include that with your town application.

****Please do not send the application to the ABCC directly. Town Licensing staff will forward your application to the ABCC once the Local Licensing Authority approves it.***

TOWN OF BARNSTABLE APPLICATION

2. [Click here](#) to begin the Town of Barnstable application
 - The applicant will be prompted to attach:
 - i. The ABCC application including each checklist item. Applications are not considered complete until we have all documents.
 - The applicant will be prompted to pay the \$100 filing fee and \$82.22 legal ad fee

POST APPLICATION STEPS

- Once submitted, the application will be reviewed for completion.
- Once deemed complete, Licensing staff will assign the application to the next applicable Licensing Authority agenda (see hearing/deadline schedule attached)
- Licensing staff will provide a copy of the legal ad as well as the certified abutters list to the applicant for mailing to abutters.
- The applicant will attend the Local Licensing Authority hearing.
- Once approved by the Local Licensing Authority, Licensing Staff will submit the approved application to the ABCC.
- Once the ABCC approves the application, I will then bill the applicant for the cost of the license; [Click here](#) for our fee schedule

The process takes approximately 2-3 months from submission to state approval.