



**Town of Millbury
Common Victuallers
New Application Checklist**

- Completed Application for a License.**
- Article of Organization** (if a corporation) as filed with the Massachusetts Secretary of State (must contain the Seal of the Secretary of State).
- A **Plan** showing the location of counters, tables, ranges, toilets and in general the purposed set-up of the premises, along with an itemized estimate of the cost of said proposed set-up and of such fixtures, and of the implements and facilities necessary for cooking, preparing and serving food per M.G.L. Chapter 140, §6.
- Workers' Compensation Certificate of Insurance** – Per M.G.L. Chapter 152, §25A showing coverage in Massachusetts. Call your insurance company and have them fax a Workers Compensation Certificate of Insurance to 508-865-0843 attn: Board of Selectmen.
- State Workers' Compensation Insurance Affidavit** – Even if your establishment does not require Workers' Compensation this must be filled out.
- Fire Inspection Report** – Call the Fire Department @ 508-865-5328.
- Business Certificate** per MGL c110, §5&6; Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, or under the true corporate name. See the Town Clerk.
- Emergency Contact Information** to include: Contact name and phone number, hours of operation and whether or not the premises are alarmed.
- Board of Health** food permits/inspections. Call 508-865-4721.

Return checklist and all paperwork to the Selectmen's Office.

Please Note: All applications must be reviewed by other Boards / Committees / Departments. The review process will take about two weeks. Once reviewed; the application will be placed on the Board of Selectmen's agenda. The Board of Selectmen meets the 2st and 4th Tuesday of each month. After approval you may pick up the license at the Town Clerk's office. Please have a check made payable to the Town of Millbury in the amount of \$25.00 for annual license.