

Checklist for Alteration of Licensed Premises

- Go to the Alcoholic Beverage Control Commission's (ABCC) Website: <https://www.mass.gov/alcoholic-beverages-retail-licenses> and select "Amend a Retail License"
- Select the appropriate amendment to the license, complete the application and gather the required documents. The application must be typed and saved as a PDF file. If you have any application questions call the ABCC 617-727-3040.
- Pay the filing fee to the Alcoholic Beverages Control Commission. This must be done online in their [payment website](#). Proof of payment will be required.
- Submit the completed ABCC application and required documents in our online system: <https://newtonma.viewpointcloud.com>, go to Board of License Commissioners and select "Change to an Existing License Application (current alcohol license holders)".
- This application requires a Legal Ad notice and Abutters Notification
 - **Newspaper Notice MUST be made at least 10 days prior to the scheduled hearing**
 - **Original page of Newspaper with posted legal noticed must be submitted to the Health and Humans Services office.**
 - **Abutters MUST be notified within three (3) days of the legal notice being published in the newspaper. It MUST be sent by CERTIFIED MAIL and Certified Mail Return Receipt must be requested (green cards).**
 - **Certified Mail Return Receipts (green cards) must be submitted to Health & Human Services one week prior to the hearing.**

List of required documents for an Alteration of Premises / Change of Location Application:

- Vote of Entity Board
- Monetary Transmittal Form
- Supporting Financial Records for transactions costing \$50,000 or more
- Legal Right to Occupy, a lease or deed
- Floor Plans
- Copy of Certificate of Occupancy, Inspectional Services 617-796-1060
- Insurance
- Other documents may be required

WE STRONGLY SUGGEST NOTIFYING THE WARD COUNCILOR ABOUT ANY NEW OR POTENTIAL CHANGES. VISIT [HTTPS://WWW.NEWTONMA.GOV/GOVERNMENT/CITY-CLERK/CITY-COUNCIL/COUNCIL-MEMBERS](https://www.newtonma.gov/government/city-clerk/city-council/council-members) TO FIND THE REPRESENTATIVE.