

# Checklist for Change of License Type

## (i.e. Restaurant to General on 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
  - **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.**

List of required documents for a License Type Application:

- Vote of Entity Board
- Monetary Transmittal Form

**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.**