

Checklist for New Common Victuallers

- Submit the application in our online system: <https://newtonma.viewpointcloud.com>, go to Board of License Commissioners and select “Annual Common Victualler, Alcohol and/or Entertainment License”.

List of required documents for Common victualler License:

- Vote of Entity Board
- Signed Lease by All Parties
- Floor Plan
- List of Officers
- Proof of Insurance, showing general liability
- Workers’ Compensation Insurance, if applicable: Proof of Insurance
- Copy of Food Menu
- Copy of Certificate of Occupancy – contact Inspectional Services 617-796-1420
- Copy of Food Permit