

Town of Franklin

355 East Central Street
Franklin, MA 02038



508-520-4949

NEW BUSINESS INFORMATION

If you are planning to operate a business in the Town of Franklin, you may need a license from the Town Administrator's Office.

The following is a list of the types of businesses we issue licenses for:

- **Restaurants or businesses that prepare and/or provide food for seated patrons, on premises**
- **Automatic Amusements**
- **Auctioneer**
- **Sales of new or used vehicles**
- **Entertainment**
- **Innholder**
- **Sales of second hand goods or antiques, purchase and sales of gold, silver or other metals**
- **Taxi or Limousine service**
- **Transient Vendor**
- **Sales of any alcohol on or off premises**
- **Billiards/Bowling**

The first step in this process should be to determine the **zoning district** for the location of your proposed business and whether this type of business is **allowed in that zone**. This information may be obtained from our Building/Inspection/Zoning office 508-520-4926.

The applications and related forms can be downloaded from Town's website www.franklin.ma.us under the licensing tab on the Administration Department page, or you may pick them up in our office at the Municipal Building 355 East Central Street.

ADDITIONAL PERMITS REQUIRED

1. **Business Certificate** – You will first need to obtain an approved business verification form from our Building/Inspection/Zoning office. Submit this form to the **Town Clerk's Office** and request a business certificate. Offices are located on the first floor of the Municipal Building. Fee **\$40** good for four-years.
2. **Food Establishment Permit (restaurants)** - Issued by the **Health Department**- Please visit them to pick up forms and to determine the health codes you will need to meet. The Office is located on the first floor of the Municipal Building.
Fees- seating 1-49 **\$150.00** OR seating 50+ **\$175.00**
3. **Certificate of Occupancy** – Issued by the Building/Inspection/Zoning office, located on the first Floor of the Municipal Building Fee **\$100**.
4. **Signs**- Building Permits for signs are issued by Building/Inspection/Zoning Office. Sign will need to be approved by the Design Review Commission. After Design Review approval, you will need to obtain a building permit for the sign.

ADDITIONAL INFORMATION YOU NEED TO KNOW

- All taxes, fees and other monies owed to the Town of Franklin must be up to date before license will be issued. This includes the property taxes for the proposed licensed premises.
- Renovations -If you are doing renovations, visit our Building/Inspection/Zoning office to determine what permits are needed.
- Change of Use – If the previous business at your proposed location was not the same type of business, you *may* need additional approval for the change of use.

INSPECTIONS

Licenses will not be issued until the premises are inspected and the responsible office has signed off. The Applicant is responsible to schedule the appointments with the following offices:

Building/ Inspection/Zoning	508-520-4926
Board of Health	508-520-4905
Fire Department	508-528-2323

LICENSE FEES – *Payable to the Town of Franklin*

<u>LICENSE - Non Alcohol</u>	<u>FEE</u>
Transient Vendor	480.00
Common Victualer - Restaurant	125.00
Automatic Amusement	125.00 per Device
Entertainment	125.00
Billiard/Bowling	125.00
Class I	125.00
Class II	125.00
Auctioneer	125.00
One Day Auctioneer	85.00
Junk Dealer	85.00
Taxi/Limousine	85.00 per Vehicle

<u>LICENSE - Alcohol</u>	<u>FEE</u>
Package - All Alcohol	2,500.00
Package - Wine & Malt	1,500.00
Common Victualer - All Alcohol	2,500.00
Common Victualer - Wine & Malt	1,500.00
Common Victualer - Liqueurs & Cordials	900.00
Innholder Alcohol All Alcoholic Beverages	3,000.00
Club License - All Alcohol	1,750.00
Club License - Wine & Malt	750.00
One Day all alcohol/Wine & Malt	75.00
Alcohol License Modification	500.00