

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4949
www.franklinma.gov

OFFICE OF THE TOWN ADMINISTRATOR

October 5, 2023

Dear License Holder,

Please read this letter in its entirety as it contains important information regarding your license(s).

Your license(s) will expire on **December 31, 2023**. All renewal applications must be completed online using our Viewpoint application portal. [CLICK HERE](#) to access the application or enter the following URL into your browser:
<https://franklinma.portal.opengov.com/categories/1080/record-types/6447>.

Please be aware that for this renewal to be fully approved, 1) your business must pass inspection with the Building and Fire Departments, 2) your business must be current with tax payments, and 3) any permits your business may hold through the Health Dept must also be renewed.

The deadline for all Licensees to submit a completed application is November 30th.

The deadline for Alcohol Licensees to submit the ABCC Renewal Form to the Town Administration office is November 27th.

Note that we will not accept checks for any payments that come in after November 30th. Payments made December 1st or later can be made by certified/bank checks, money orders, cash or electronic payment through Viewpoint.

More information is available on the [Annual License Renewal Information Center](#) page:

<https://www.franklinma.gov/administrator/pages/annual-license-renewal-information-center>

IMPORTANT INFORMATION RE: FIRE & BUILDING INSPECTIONS

THE FIRE AND BUILDING DEPARTMENTS WILL BE VISITING YOUR BUSINESS AND THE FOLLOWING IS TO BE CURRENT:
· YOUR FIRE EXTINGUISHERS AND SPRINKLER SYSTEMS ARE ON A ONE YEAR RENEWAL CYCLE · YOUR KITCHEN VENT HOODS ARE ON A 6 MONTH CLEANING CYCLE · YOUR EMERGENCY LIGHTS AND EXIT SIGNS MUST BE KEPT IN WORKING OPERATION
· ALL EXITS MUST HAVE PROPER EGRESS AND GENERAL HOUSEKEEPING MUST BE IN ORDER ·
BUSINESSES WITHOUT COMMERCIAL KITCHENS NEED NOT WORRY ABOUT HOOD CLEANING REQUIREMENTS

ANY DEFICIENCIES OF THE ABOVE WILL RESULT IN THE INSPECTION PROCESS BEING STOPPED AND A FINE AND/OR WARNING WILL BE ISSUED.

LICENSE TYPES TO BE RENEWED WITH THE TOWN ADMINISTRATION OFFICE

NON-ALCOHOL LICENSES:

1. Automatic Amusements
2. Class I Dealer
3. Class II Dealer
4. Common Victualer Restaurant
5. Entertainment
6. Innholder

ALCOHOL LICENSES:

1. Alcohol On Premises - Common Victualer/Farmers Series/Club/Inn-Holder
2. Alcohol Off Premises - Retail Package Store

ABCC RENEWAL FORM

If your business sells and/or serves alcohol your **ABCC Renewal Form** is enclosed with this letter.

- **The ABCC Renewal Form** must be completed and signed during the **MONTH OF NOVEMBER**.
- The following individuals are authorized to sign the renewal application:
 - Any individual with a direct ownership interest;
 - A shareholder, director, or officer of a corporation
 - A member or manager of a limited liability company;
 - The License Manager;
 - An appointed trustee in bankruptcy;
 - An appointed administrator/executor of the estate of a deceased licensee;
 - A pledgeholder, approved pursuant to MGL c. 138, Section 23, who has filed the financing statement required and who has foreclosed on the pledge in compliance with the procedures established under Article 9 of the Uniform Commercial Code, MGL c. 106
- If an unauthorized person signs its renewal application, the result is the mandatory revocation of the license, pursuant to MGL c. 138, Sections 16A & 64.
- **The ABCC Renewal Form** must be returned by **NOVEMBER 27th** to the Town Administrator's Office @ 355 East Central St., 3rd Floor.

SUPPLEMENTAL DOCUMENTS TO BE UPLOADED TO THE ONLINE APPLICATION

All License Renewals require the following to be completed, signed and uploaded to their application:

- [Workers' Compensation Insurance Affidavit](#)
- [Certificate of Compliance with State Tax Laws](#)

These forms are both linked to the main informational page of the [Annual License Renewals Application](#) as well as to the [Annual License Renewal Information Center](#) on the Town Administration website.

Alcohol On Premise License Renewals also require:

- Proof of Liquor Liability Insurance

Class II Dealer License Renewals also require:

- Evidence of your \$25,000 surety bond (If you have a continuous bond, we will accept your canceled check for payment as evidence.)

For more information please visit the [Annual License Renewal Information Center](#) page:

<https://www.franklinma.gov/administrator/pages/annual-license-renewal-information-center>.

Should you have any questions, please contact Julie McCann in the Town Administrator's Office at (508) 553-4885 or jmccann@franklinma.gov.

Warm regards,

Julie McCann
Operations Assistant to the Town Administrator