



**Town of Douglas
Common Victuallers
New Application Checklist
MGL c 140 (2)**

All Fillable Forms can be found at: <https://douglas-ma.gov/262/Common-Victuallers>. After downloading the forms, open them in Adobe Reader, type in the information, print, and sign.

- Complete “**Common Victualler License Application**”. (form online)
- Article of Organization** (if a corporation) as filed with the Massachusetts Secretary of State.
- A **Plan** showing the location of counters, tables, ranges, toilets and in general the purposed set-up of the premises, along with an itemized estimate of the cost of said proposed set-up and of such fixtures, and of the implements and facilities necessary for cooking, preparing and serving food per M.G.L. Chapter 140, §6.
- Workers Compensation Certificate of Insurance** per MGL c152, §25A. Contact your insurance company and have them fax it to 504-476-4012 attn: Board of Selectmen or email skane@douglas-ma.gov.
Please make sure the Town of Douglas is listed as “Certificate Holder”.
- State Workers’ Compensation Insurance Affidavit** – Even if your establishment does not require Workers’ Compensation this must be filled out. (form online)
- Fire Inspection Report** – Per Fire Code Compliance Policy for Businesses and All License Holders approved by the Board of Selectmen February 21, 2006. Call the Fire Department @ 508-476-2267 (they will send a copy of report to me)
- Business Certificate** per MGL c110, §5&6; Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, or under the true corporate name. **See the Town Clerk.**
- Emergency Contact Information** to include: Contact name and phone number, hours of operation and whether or not the premises are alarmed. (form online)
- Check** made out to the Town of Douglas for \$25.00 for year round service establishments and \$15 for seasonal establishments.

Return checklist and all paperwork to the Selectmen’s Office.

Please Note: Please allow three weeks for processing. All applications must be reviewed by other Boards / Committees / Departments. The review process will take about two weeks. Once reviewed the application will be placed on the Board of Selectmen’s agenda. The Board of Selectmen meet the 1st and 3rd Tuesday of each month.