

COMMON VICTUALER PERMIT APPLICANT HANDOUT
Application Process

FEE: \$50 (to be submitted WITH the application)

**AT LEAST TWO WEEKS PRIOR TO THE SELECTMEN'S MEETING,
Applicant must submit to the Selectmen's Office:**

- 1. Cover Letter** explaining request (including a description of the establishment and its basic operation, including any significant details that are not provided for in the application form)
- 2. GENERAL PERMIT APPLICATION**
- 3. TAX CERTIFICATION STATEMENT**
- 4. WORKERS' COMP. INSURANCE AFFIDAVIT**
- 5. 1 scale copy of the restaurant floor plan** (required, if new or renovated construction; 'if available', if buying an existing food service business and making no physical changes)
- 6. 1 copy of the plan reduced** to an 8 ½" x 11" image (required)
- 7. Check for \$50.00** made payable to **Town of Westborough**

Once the paperwork is complete, a hearing before the Board of Selectmen will be scheduled and the applicant will be notified. (Note: The Board customarily meets on the 2nd and 4th Tuesday of every month, beginning at 6:00 p.m., except during the months of July, August and December.)

If you have questions, please feel free to contact the Selectmen's Office at:
(508) 366-3030.