

## APPLICATION - INSTRUCTIONS LIQUOR – ALCOHOL LICENSES

The City Clerk’s Office **does not have** applications for Liquor Licenses; they must be obtained from the Alcohol Beverages Control Commission (ABCC) and set down for a hearing with the City of Lynn License Board.

### **Steps to complete :**

1. Application must be obtained from the ABCC website: [www.mass.gov/abcc//](http://www.mass.gov/abcc//).
  - a. ABCC Application Fee: \$200.00 (payable to ABCC)
  - b. This usually takes 4-6 weeks for the ABCC to process.
  - c. This must be completed online before coming to City Clerk’s office.
2. A completed ABCC application, along with a check made payable to “City of Lynn” for \$400.00, must be submitted for a License Board Hearing:
  - a. Licensing Board Hearing Fee: \$250.00
  - b. Advertising Fee: \$150.00
3. Must be advertised 14 days before hearing date

### **For New Applicants OR Applicants with New Locations:**

1. If there has never been a Liquor License at the address, a Special Permit from the City Council will be needed first.
2. If there has been a Liquor License at this location within the past 2 years then the application can be made.
3. If request is for a “Package Store”, please consult current rules regarding these licenses (*as to date there are none available*).

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### **CITY CLERK OFFICE USE ONLY – Room 201**

- Completed ABCC Application
- Application Fee: \$250.00
- Advertising Fee: \$150.00

Paid by:  Cash     Check     Credit Card

**Clerk’s Initials:** \_\_\_\_\_