

City of Newburyport
Office of the Licensing Commission
60 Pleasant Street, Building Office Lower Level
PO Box 550
Newburyport, MA 01950
978-904-1478

GUIDELINES FOR COMMON VICTUALLERS (FOOD) LICENSE

1. Fill out all applicable questions on the accompanying application/common victuallers form.
2. If you are not incorporated, you need to obtain a business certificate from the City Clerk's Office.
3. The annual (calendar year) cost of a Common Victuallers license is \$350.00. This cannot be pro-rated.

1. If the proposed establishment is not replacing an existing business site, you may need to go before the Zoning Board of Appeals to be granted special permission to conduct your business in a non-business area. The Building Department should be able to give you that information.
2. **Before** obtaining the Common Victuallers License, you will have to obtain the Food Service License from the Health Department.
3. When you have **collected** all necessary signatures, or will obtain the final one before the next meeting, you may attend any License Commission meeting nearest your opening date. Call the commission secretary at 978-904-1478 to be added to the agenda.

Licensing Commission meetings are open to the public and are held the first Wednesday of each month in the Police Station Conference Room, 4 Green Street, at 7:00 P.M. There is an occasional change of date, so please check the City website calendar at www.cityofnewburyport.com. Further information may be obtained by calling the current secretary at 978-904-1478.