



# Town of Barnstable Licensing Program



[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)



367 Main Street, Hyannis, MA 02601

## Non-Alcoholic License Renewal Application Process

[Auto Dealer](#)

[Auctioneer](#)

[Common Victualler](#)

[Fortune Teller](#)

[Innholder/Lodging House](#)

[Junk Dealer](#)

Step 1	Applicant files Licensing Application for renewal of license (with no changes) to the Licensing Program along with payment of fees online <b>**CLICK RELEVANT LINK ABOVE TO ACCESS APPLICATIONS**</b>
Step 2	Licensing verifies with Building, Health & Fire all signoffs and inspectional approvals have been met.
Step 3	Renewal application is placed on the next available Licensing Authority meeting for consent approval.
Step 4	License is emailed to application to print out and display on premise.

*Process may take longer than 2-3 weeks, depending on application.*

## New or Amend Application Process

[Auto Dealer](#)

[Auctioneer](#)

[Common Victualler](#)

[Fortune Teller](#)

[Innholder/Lodging House](#)

[Junk Dealer](#)

Step 1	Applicant files Licensing Application for New or Amend of license to the Licensing Program along with payment of fees online <b>**CLICK RELEVANT LINK ABOVE TO ACCESS APPLICATIONS**</b> <ul style="list-style-type: none"><li><i>If proposed use was never previously licensed, proceed with Steps 2-13</i></li><li><i>If proposed use was previously licensed or is permitted with no other conditions, proceed to Step 10</i></li></ul>
Step 2	File Site Plan Review application for staff team review. <i>(filing fees will apply)</i>
Step 3	Permit # is assigned to application and placed on next Site Plan Review agenda <i>(team meets every</i>

	Tuesday).
Step 4	Site Plan Review Team reviews application, Site Plan Coordinator takes meeting notations.
Step 5	Review Team concerns are typed and distributed via email to applicant within 2 business days of the meeting. <i>If plan is acceptable, jump to Step 8.</i>
Step 6	Applicant may request meeting with members of team for clarification prior to second submission.
Step 7	Steps 4 - 6 may be required to be repeated, depending on application.
Step 8	Plan is accepted by Site Plan Review Team. Approval letter sent to applicant. Other regulatory approvals may be required (Health, Planning, Zoning, Historic, Conservation, etc) and will extend time required prior to final approvals through Licensing.
Step 9	Applicant may have to file amended Licensing Application to the Licensing Division, depending on final approved plans and conditions placed by other regulatory authorities.
Step 10	Public Hearing Legal Ad placed in Newspaper at least 10-14 days prior to hearing.
Step 11	Applicant may be required to notify Abutters by mailing certified with return receipt at least 10-14 days prior to hearing. <i>(USPS costs apply)</i>
Step 12	Applicant appears before Licensing Authority for approval, must submit abutter return receipts no later than at time of hearing, if applicable.
Step 13	Licensing verifies with Building, Health & Fire all signoffs and inspectional approvals have been met.
Step 14	License invoice will be emailed for payment after license has been approved.
Step 15	License is emailed to application to print out and display on premise once payment is received.

*Process may take longer than 4-6 weeks, depending on application.*