

CHECKLIST FOR NEW RESTAURANT/COFFEE SHOP/FOOD ESTABLISHMENT

Questions – Please contact Annie Lesko, Executive Assistant - License Commission

(413) 587-1212 or alesko@northamptonma.gov

	Common Victualler License application (\$50 fee)
	Workers' Compensation Insurance Affidavit
	Proof of Workers' Compensation Insurance (Declaration Page)
	Copy of Deed or Lease Agreement
	Has City Clerk been contacted (413-587-1223) for a Business Certificate ?
	Has the Fire Department been contacted (413-587-1032) for licenses, permits or inspections?
	Has the Building Department been contacted (413-587-1240) for licenses, permits or inspections?
	Has Board of Health been contacted (413-587-1215) for licenses, permits or inspections?
	If you plan to have outdoor seating on city sidewalk, please contact the Department of Public Works (413-587-1570) for a table and chairs application.
	Fair Wage Compliance Certificate
	Will your establishment have entertainment? If so, Entertainment License application
	Will your establishment have coin operated devices/machines? If so, Automatic Amusement License application

Important Information for New Business Owners from the Massachusetts Department of Unemployment Assistance

Congratulations on starting your business in Massachusetts!

Please be aware that if you employ one or more permanent, temporary or part-time workers, you must register your new business or successor business with the Massachusetts Department of Unemployment Assistance (DUA).

Under Massachusetts law, there is a presumption that all workers are employees. Therefore, you should register your business with DUA even if all or some of your workforce is being classified as independent contractors. Failure to register your business with DUA within 90 days may result in assessed liability, penalties, liens on real estate or personal property, and civil or criminal enforcement.

To avoid enforcement action, go to <https://www.mass.gov/unemployment-insurance-ui-for-employers> to register your business.