

Town of Westwood
Commonwealth of Massachusetts



Department of Community and Economic Development

LICENSING DIVISION

Janice Barba
Licensing Administrator
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MEMO

TO: Common Victualler's (CV) Licensees
FROM: Janice Barba
DATE: September 28, 2017
RE: **2018 LICENSE RENEWALS**

This year the 2018 CV License renewal application and associated documents are now available on the Town's website here:

<http://westwood-prod.civica.granicusops.com/gov/depts/commdevdepts/lidiv/cvli.htm>

Complete the fillable forms online. Save and email forms with required attachments to me by **November 1st**. (*Floor plans and menus are not required to be submitted if both remain unchanged since last year.*) **A check for payment of the license fee (\$50) should be mailed to or dropped off to the office at Carby Street.** Next year the Licensing Division will have the ability to accept payments online.

Please schedule Building and Fire Department inspections *immediately* and obtain Health Department signature (no inspection required).

The deadline for submitting the inspection sign-off form is **November 30th**.

Please call or email if you have any questions or need assistance.