

OPENING A NEW BUSINESS

COORDINATED PERMITTING CHECKLIST

The following items must be completed prior to opening a new business unless specified otherwise in the “Permits and Procedures” document. It is strongly recommended that you obtain a copy of the “Permits and Procedures” document at the Land Use Department and read it carefully. It will assist in guiding you through the permitting process.

| STEP | DATES | ACTION ITEM |
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| Step 1 | | Obtain street address, Assessor’s Map and Parcel, and Zoning District for your property |
| | | Date of appointment to meet with the Land Use Director/Town Planner to discuss your project |
| | | Date of project review meeting with the Land Use Departments. Attendance by your design team is extremely helpful |
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| Step 2 | | Date you obtained necessary permit applications and applicable by-laws and regulations |
| | | Dates of pre-submission review meeting(s) with appropriate Boards and Commissions |
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| Step 3 | | Date complete permits applications submitted to Boards and Commissions, preferably on the same date |
| | | Introduce yourself to your abutters and provide an overview of your project prior to the public hearings |
| | | Date(s) of public hearings. Present your project at the public hearing(s). Expect that most hearings will be continued for more information, site walks, etc. |
| | | Date(s) of continuations of public hearings. Attend or send a representative to all hearings when your project is being considered |
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| Step 4 | | Dates the Boards and Commissions issued final decisions. <i>(Note: Planning Board and Zoning Board of Appeals (ZBA) decisions have a 20-day appeal period. Conservation Commission Orders of Conditions have a 10-day appeal period.)</i> |
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| | | Dates the Planning Board, ZBA, and Conservation Commission decisions recorded at the Registry of Deeds. |
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| Step 5 | | Dates applications for building permit, gas/plumbing permits, electrical permits, sheet metal, trench, etc. submitted |
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| | | Dates various permits issued |
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| Step 6 | | Date application for a business certificate submitted to the Town Clerk's office. |
| | | Date business certificate issued |
| | | Date application for a food service permit submitted to the Board of Health, if applicable |
| | | Date food service permit issued |
| | | Date application for a common victuallers license submitted to the Board of Selectmen, if applicable |
| | | Date common victuallers license issued |
| | | Date application for a liquor license submitted to the Board of Selectmen, if applicable |
| | | Date liquor license approved by the Board of Selectmen |
| | | Date liquor license approved by the Massachusetts Alcoholic Beverages Commission |
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| Step 7 | | Date request for Certificate of Occupancy submitted |
| | | Date Certificate of Occupancy issued |

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