

Promoting Your Business & Building Your Customer Base

The Wakefield Board of Selectmen created an Economic Development Committee that holds bi-monthly meetings. Strategies to improve the business environment for downtown businesses are being explored. The meetings are open to the public, posted at Town Hall, and on www.wakefield.ma.us. A new overlay district has been proposed for the downtown to encourage traditional "New England Village" signage and character. Volunteers have designed a new logo and branding strategy to promote the downtown as a regional shopping and dining destination.



Summer Canoe & Kayak Rentals

By agreement with Outdoor Recreation, the Board of Selectmen sponsors summer canoe and kayak rentals on Lake Quannapowitt. The hours and rates are posted on boating kiosk and www.outdoorrec.com.

Holiday Events

Wakefield's Board of Selectmen sponsors Holiday Events: a Holiday Stroll, St. Patrick's Day and an Italian Festival. To learn more about the planning of upcoming events and promotional opportunities for your business, send an e-mail to: wakefieldeventscommittee@gmail.com The Wakefield Independence Day Committee sponsors the Fourth of July parade and fireworks. www.julyparade.org

Web Links from the Town Website

Wakefield's website includes many useful links. By logging onto www.wakefield.ma.us then locating the COMMUNITY heading, the Americantowns site can be located. This is where local businesses have their own websites and promotions.



Summer Concerts on the Common

The Wakefield Chamber of Commerce sponsors evening concerts at the bandstand on the Common. For scheduled events: www.wakefieldma.org.

Lake Quannapowitt Charity Walks & Runs

All events, whether a walk or run around Lake Quannapowitt or use of the Commons, require approval by the Wakefield Board of Selectmen. Use *Lake Quannapowitt* as a search term to locate planned events.

Weekend Farmer's Market

The Wakefield Farmer's Market is seasonal and every Saturday from July 10 through October 16, 2010. Consult www.wakefieldfarmersmarket.com for information to participate as a customer, vendor or sponsor.

Appointments

Contact Information

Town Planner	781-246-6397	Paul Reavis
preavis@wakefield.ma.us		
Building Inspector	781-246-6388	Jack Roberto
jroberto@wakefield.ma.us		
Health Department	781-246-6375	Ruth Clay
rclay@wakefield.ma.us		
Town Clerk	781-246-6383	Mary K. Galvin
mgalvin@wakefield.ma.us		
Selectmen's Office	781-246-6390	Trudi Murphy
Fire Prevention	781-246-6435	Chief Sullivan
Electrical Inspector	781-246-6388	Richard Catanzaro
Plumbing/Gas Inspector	781-246-6388	Robert H. Sheldon
Light Connections	781-246-6363	Dan Flynn
Gas Connections		Kenneth Luciani



Start your Business in Wakefield, Massachusetts

An overview of the permits and licenses
required for a new Business

Welcome! The Town of Wakefield extends a warm welcome to business owners who are considering Wakefield to launch a new product or service or expand their existing business operations.

An outline of the steps involved including:

- Each department's permit/license procedure
- Developing a list of required permits and timeline
- How to obtain information packets from each department
- Telephone and e-mail contact information

Additional information, some applications and responses to Frequently Asked Questions (FAQ's) can be obtained at the town's website: www.wakefield.ma.us

This guide has been prepared to make the project review and approval process a little easier, by providing as much information as possible without the benefit of an actual development proposal for detailed review.

Wakefield Town Hall Office Hours

Monday, Tuesday & Wednesday 8:00 a.m. to 4:30 p.m.
Thursday 8:00 a.m. to 7:00 p.m.
Friday 8:00 a.m. to 12:30 p.m.

Step 1: Determine the Applicable Permit Process

Contact or visit the Town Planner to become acquainted with the Wakefield and the location of the various town departments. Appointments are recommended. Be prepared to discuss the intended use of the space you would like to rent, build, or purchase. The Building Inspector determines if your proposed business is allowed "by-right" or requires action by either the Zoning Board of Appeals or the Planning Board prior to the issuance of a Building Permit. If it is determined that your business is allowed "by right", proceed directly to **STEP 3**.

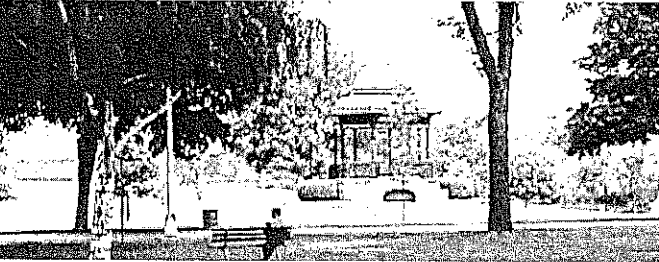
If either a Zoning Board of Appeals or a Planning Board approval is necessary, a formal application and submittal of professionally prepared plans is required. (See **STEP 2**) The Building Inspector's Office or the Town Planner will provide you with an information package explaining the applicable process. All information should be read carefully. At this point you should determine if you will need legal, architectural and/or engineering assistance to proceed with the project. All applications to the Zoning Board of Appeals require surveys prepared and sealed by a Registered Land Surveyor. Building plans must be prepared by registered professionals.

* Many buildings and uses in Wakefield are "pre-existing, non-conforming" as defined by Massachusetts General Laws (MGL), Ch. 40A, §6, and approval by the Zoning Board of Appeals is usually necessary prior to opening a new business.

Step 2: ZBA/Planning Board Application

If Zoning Board of Appeals and/or Planning Board approval is required, the applicable application(s) should be completed and returned to the office of origin. Professional legal representation is recommended to complete the applications and appearances before either board. The Zoning Bylaws fully describe the number of plan sets required for complete applications. You must observe the deadlines to file a complete application to be placed on the agenda for either Board. The ZBA meets the second and fourth Wednesday of every month and the Planning Board meets the second and fourth Tuesday of every month. Rarely, but if you require action from both boards, a joint public hearing may be held, usually occurring at the regularly scheduled Zoning Board of Appeals meeting. Please note, meeting agendas can be full and the application may not be considered for a few months. Therefore, check to confirm the deadline for application submittals and possible meeting dates.

Your attendance is required at the public hearing. Professional representation is recommended.



Step 3: Businesses that Sell or Prepare Food

If your business involves the sale, distribution or preparation of food, call the staff from the Board of Health (781-246-6375) during regular business hours and obtain a "Board of Health Plan Review Application." Check with the Board of Health for the application fee, annual permits and inspections. After the Board of Health has reviewed your application, a meeting may be necessary to obtain further information. The Board of Health has 30 days from the date a complete Application is submitted to either approve or reject your Application. The process is fully described in the first two pages of the Review Application. A sketch plan of the proposed, interior layout of the building - including all fixed equipment and movable furniture is needed. A site plan illustrating basic exterior improvements (such as, parking, landscaping, dumpsters, etc.) is also required. (At this stage of the process, the plans do not have to be professionally drawn, but must be drawn to scale and clear enough for the BOH staff to understand your proposal.) Subsequent follow-up meetings may be necessary depending on the complexity of the issues that are raised by your Application. Obtain a complete list of all required Health Department permits.

Obtain and submit an Application to Operate a Food Establishment. Note: There are many categories including: food service, food establishments with bars, catering, retail, and retail with deli. After the approval of your Board of Health Plan Review Application, begin **STEP 4** with Building Inspections Department.

Step 4: Permits & Inspections

Appropriate applications must be submitted for the type of permit sought: building, sign, plumbing, gas, electrical, and/or fire detection. When building permit plans are submitted for a larger project, a restaurant, for example, the plans are circulated to appropriate departments for review and approval, but each department has a separate process and code requirements. For minor improvements, the appropriate permits must be determined and a separate application and process is required for each permit. If your business requires a Health Department permit, that department will notify the Building Inspector's Office when the review is complete and the plans are approved.

Inspections: During construction, multiple inspections are required. Most of these are detailed on your Building Permit and the applicable inspector will initial the permit card as each inspection is completed.

Pre-Opening Board of Health Inspection: An inspection must be scheduled with the Health Inspector at least three (3) days prior to the anticipated opening.

Step 5: Business Certificate

If this is a new business in Town, you may be required to apply for a Business Certificate (pursuant to Massachusetts General Laws, Chapter 110, Section 5) in person, at the Town Clerk's Office. The Town Clerk is located within the Town Hall and can be reached at 781-246-6383 during regular business hours. The Business Certificate application (if required) can be filed after a Building Permit has been issued. A Business Certificate may be issued immediately when the application is filed with a required federal tax identification number.

If no food is to be served or if a license to sell beer and wine is NOT being sought, or NO form of entertainment will be offered, please proceed directly to **STEP 7**.

Step 6: Licenses Issued by the Board of Selectmen

A **Common Victualer's License** must be obtained from the Board of Selectmen. If you applied for ZBA or Planning Board (**STEP 2**) approval, seek a Common Victualer's License while waiting for the decision to be filed. Selectmen's approval requires MGL Chapter 140, Section 6 compliance and resolution of all Health, Fire and Building Inspector's Department issues. The application for a Common Victualer's License should be filed approximately four (4) weeks prior to the planned opening of the establishment.

The Town is authorized to issue up to five (5) **Beer and Wine Licenses** for sit-down restaurants. Another type of license, an "**All Alcoholic License**," may be suitable for your business. Such license applications require approval by both the Board of Selectmen and the Massachusetts Alcoholic Beverage Commission. Contact the Board of Selectmen's Office at the beginning of the permit process to determine license availability and obtain assistance, because a minimum of four (4) months is needed to process applications. Note: Beverages are considered food; therefore, plans must be submitted to the Board of Health.

An **Entertainment License** is required for any form of entertainment whether a cable sports television installation or live performances.

Determine the date and time your application will be considered; you are required to attend the Board of Selectmen's meeting the night your application is heard.

Step 7: Certificates of Occupancy

Once construction is complete and the local Building Inspector has made the appropriate final inspections, an application for a Certificate of Occupancy can be requested. A Certificate of Occupancy is required even if no building permits are needed.

In general, a Certificate of Occupancy (CO) will be issued when all of the departments listed on the CO form determine that your business meets the standards and/or regulations established by that department. If the business involves food, a final inspection by the Health Department is required and is usually completed 12-24 hours prior to the opening of the establishment.

Step 8: Permit and License Renewals

Many of the permits and licenses that you have obtained during the process of opening your business have expiration dates. For your convenience, expiration dates are usually written on the front face of the permit. Reminders are usually sent from the appropriate department, but, please, remember it is your responsibility to have the required up-to-date permits for your business, at all times. Please call the department responsible for the permit if you have questions about the renewal process or the required renewal date.