



Town of Burlington
29 Center Street
Burlington, Massachusetts
01803

GUIDE FOR NEW BUSINESSES

July 2010

www.burlington.org
781.270.1600

Board of Health	781.270.1955
Building Department	781.270.1615
Conservation Department	781.270.1655
Engineering	781.270.1640
Fire Department	781.270.1925
Planning Board	781.270.1645
Police Department	781.270.1914
Selectmen	781.270.1600
Town Clerk	781.270.1660
Zoning Board of Appeals	781.505.1150
Fed/State Tax ID (EIN)	800-829-4933

◆ GETTING STARTED

Depending on the nature of your business, its location, and the amount of work you plan to do to the property, you will need to contact one or more of Burlington's departments and boards. The first place you should contact is the [Building Department](#). They will guide you through the following steps.

◆ ZONING

Burlington has several business zones, with different uses allowed in each. Local zoning requires all uses and exterior construction comply with a site plan approved by the Planning Board. To learn whether your proposed use and location conforms to zoning laws, contact the Building Department and/or the Planning Board. The [Zoning Bylaws](#) and [Maps](#) are on-line at www.burlington.org. Use variances are not allowed in Burlington. Some uses are only allowed by Special Permit issued by the Planning Board.

◆ BUILDING PERMITS

If you are doing ANY construction you will need a Building Permit. Check out the **Building/Development Process Handbook** at the [Building Department's webpage](#).

◆ SIGNS AND EXTERIOR CHANGES

All exterior signs and exterior changes to the building must be reviewed by the Building Department. The Sign Bylaws are part of the [General Bylaws](#) Article XIV and Zoning Bylaws Article VI and are available at the [Town Clerk's Office](#) or on-line at www.burlington.org

◆ PLANNING BOARD/ZONING BOARD OF APPEALS

The Planning Board is responsible for making decisions on site plans, site plan waivers, subdivisions, minor engineering changes, and special permits. For more information and applications, see the Planning Board's webpage. [Zoning Board of Appeals applications](#) are available from the Town Clerk's office or on-line at www.burlington.org.

Any Special Permit, Subdivision, or Variance that has been approved by the [Planning Board](#) or [Board of Appeals](#) is subject to a 20-day appeal period (after the decision has been filed with the Town Clerk). After the appeal period, the applicant must have the decision certified by the Town Clerk then recorded at the [Registry of Deeds](#) in Cambridge and return the signed receipt to the Building Department with all required documents.

◆ BOARD OF HEALTH

The [Board of Health](#) is responsible for a variety of permits and licenses governing food, land fill, hazardous materials, drainage, swimming, tanning, health spas, etc.

◆ ENGINEERING

The [Engineering Department](#) is responsible for issuing street openings, sewer and utility [permits](#).

◆ SELECTMEN

The [Board of Selectmen](#) have licensing authority in all other matters. [Applications](#) are available on-line at www.burlington.org from the Board of Selectmen.

License and Permit Requirements for New Businesses

Town of Burlington, Massachusetts

Who	What	Where
All Businesses who are not using Corporate Name	Business Certificate (Doing Business As - DBA)	Town Clerk
All Businesses (except home)	Certificate of Inspection or Occupancy Permit	Building Inspector
Amusement Devices	License	Selectmen
Auto Dealers	License	Selectmen
Body Art	Permit	Board of Health
Common Victuallars	License	Selectmen
Entertainment	License	Selectmen
Food Establishments Temporary/Mobile	Permit	Board of Health
Hotel/Innkeepers	License	Selectmen
Liquor Sales	License	Selectmen
Livery, Theatre, Weighers	License	Selectmen
Recombinant DNA Researchers/Labs	Permit	Board of Health
Recreational Camps	Permit	Board of Health
Second Hand Articles	License	Selectmen/Police
Spas	Permit	Board of Health
Swimming (Public)	Permit	Board of Health
Tanning	Permit	Board of Health
Tobacco Sales	Permit	Board of Health
Transient Vendors	Permit	Board of Selectmen
	Demolition/Renovation	Building/Board of Health
	Drainage Permits	Board of Health
	Flammable Storage	Selectmen/Fire Dept
	Hazardous Materials Registration	Board of Health
	Street Openings	Engineering
	Utility Permits	Engineering
	Well Installation	Board of Health
	Wetland Permits	Conservation

Notes:

- 1) All businesses must adhere to permitted uses of the Zoning Bylaws. Contact the Building Department at 781-270-1615 if you have any questions. The Zoning Bylaw and Zoning maps are on the web: www.burlington.org Fees are all paid to the cashier at the Treasurer/Collector's office. Contact the respective Department for their fee schedule.
- 2) Most retail uses do not require additional licenses or permits unless they offer food, tobacco, liquor, etc.
- 3) All exterior signs and exterior building changes must be reviewed by the Building Inspector.
- 4) The Town has a sewer allocation program. See the Town Engineer's webpage for further information.

For further information, consult the General and Zoning Bylaws and any of the offices listed above. This guide is provided as a courtesy and does not constitute legal advice.