
Guide to Doing Business in PEABODY



2019

Mayor Edward A. Bettencourt, Jr.
City of Peabody, Massachusetts

CITY OF PEABODY

24 Lowell Street
Peabody, MA 01960



P. 978-538-5700
F. 978-538-5980

OFFICE OF THE MAYOR EDWARD A. BETTENCOURT, JR.

Dear Business Owner:

Welcome to Peabody. We value your business and want to do everything we can to help you succeed. This *Guide to Doing Business in Peabody* is designed to answer your questions and help walk you through the permitting process so you can spend more time running your business and less time at City Hall.

With our premium location at the nexus of Route 128, Interstate 95 and U.S. Route 1, Peabody provides easy access for employers and employees. We are proud to be home to Centennial Park - one of the North Shore's premier business parks and global headquarters of world-class organizations such as Analogic, Weston & Sampson and Boston Children's at Peabody.

Peabody's Northshore Mall offers its guests an upscale shopping atmosphere with a wide variety of over 120 specialty stores. The Mall's newest addition, the "Promenade at Northshore Mall" boasts several new restaurants, including Bancroft & Co., Tony C's Sports Bar & Grill and the newly refashioned Legal Sea Foods. The Promenade will also feature an outdoor entertainment and recreation plaza and a host of amenities designed with today's shoppers in mind.

Our bustling and historic downtown has undergone a series of revitalization efforts in recent years. Main Street has a growing commercial sector of its own, with small businesses specializing in information technology, banking and insurance, the arts, food service, sports, fitness and medicine, and more. We are proud to have a dedicated and innovative Main Streets program that works to cultivate a downtown that is a desirable place to live, an enjoyable place to visit and a supportive place to build a profitable business. Our partnership with Peabody Main Streets - powered by community volunteers, business leaders, city officials, and creative entrepreneurs - is vital to Peabody's standing as the North Shore's economic hub.

Our Business Liaison, Debbie MacGregor, stands ready to assist you. As a community relations professional for more than two decades, Deb helps local businesses flourish in Peabody. As your advocate in City Hall, she will connect you with appropriate staff members or department heads and provide valuable guidance relative to all zoning and permitting related issues. Deb is also the go to person for terrific networking opportunities within our tight knit business community.

In Peabody, we share pride in our beginnings as a farming community, followed by our growth as an industrial center of New England's leather industry and now in our evolution as a driving force of the region's economy in the 21st century. By partnering with businesses like yours, the possibilities and opportunities are endless. Here's to your success!

EAB/m

Warmest regards,

A handwritten signature in black ink, appearing to read "Edward A. Bettencourt, Jr.", written in a cursive style.

Edward A. Bettencourt, Jr.,
Mayor, City of Peabody

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775



City of Peabody

Department of Community Development and Planning

City Hall, 224 Town Street • Peabody, Massachusetts 01960 • Tel. 978-538-5706 • Fax 978-538-5987

FROM THE BUSINESS LIAISON

Dear Peabody Business Owner:

As Peabody's Business Liaison, it is my job to help your company succeed. I will work with you to help ease the permitting process, promote your business to potential customers and network with other business owners. I will also be a steady source of news and information about events and technology which can help you thrive in today's marketplace.

Whether yours is a startup, a growing mid-size company or a Main Street "mom-and-pop" store, this *Guide to Doing Business in Peabody* is designed to help you get ahead. In addition to relevant permit applications, the Guide includes a handy overview of municipal government, complete with an explanation of how each department or board can help meet your unique business needs.

Please contact me at 978.538.5775 or via email at Debbie.macgregor@peabody-ma.gov. I look forward to the opportunity to meet with you in person to learn more about your company. Good luck and thank you for doing business in Peabody!

All the best,

Debbie MacGregor
Business Liaison, City of Peabody

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City of Peabody-Useful Contact Information

Peabody City Hall, 24 Lowell Street, Peabody Massachusetts 01960 www.peabody-ma.gov

Hours of Operation

Monday-Wednesday 8:30 a.m. – 4:00 p.m.

Thursday 8:30 a.m. – 7:00 p.m.

Friday 8:30 a.m. – 12:30 p.m.

Office of Mayor Edward A. Bettencourt, Jr. edward.bettencourt@peabody-ma.gov	978.538.5700
Business Liaison Debbie.MacGregor@peabody-ma.gov	978.538.5775
Building Inspector's Office Linda.Lavoie@peabody-ma.gov	978.538.5786
City Clerk's Office Tim.Spanos@peabody-ma.gov	978.538.5756
Conservation Commission Lucia.DelNegro@peabody-ma.gov	978.538.5782
Health and Human Services Department Debora.Osgood@peabody-ma.gov	978.538.5926
Liquor Licensing Board LiquorLicensing@peabody-ma.gov	978.538.5717
Planning Board	978.538.5793
Zoning Board of Appeals Carla.McGrath@peabody-ma.gov	978.538.5792
<i>Outside of City Hall:</i>	
Fire Department , 47 Lowell Street www.peabodyfire.org	978.531.2200 dmarchese@peabody-ma.gov
Department of Public Services , 50 Farm Avenue www.peabody-ma.gov/public_services.html	978.536.0600, ext.0 Tanya.Capistran@peabody-ma.gov
Peabody Municipal Light Plant , 201 Warren Street Extension www.pmlp.com	978.531.5975 jmaihos@pmlp.com

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Other Resources:

Peabody Area Chamber of Commerce www.PeabodyChamber.com	978.531.0384
Peabody Main Streets http://www.livepeabody.com/	
Enterprise Center at Salem State University www.enterprisectr.org	978.542.7528
The Official Website of the Commonwealth of Massachusetts www.mass.gov/portal/business/	
Mass Development www.massdevelopment.com	617.330.2000
Massachusetts Alcoholic Beverages Control Commission (ABCC) www.mass.gov/abcc/	617.727.3040
Massachusetts Department of Environment Protection (DEP) http://www.mass.gov/dep/	978.694.3200
Massachusetts Department of Revenue (DOR) http://www.dor.state.ma.us	617.887.6367
Massachusetts Division of Professional Licensure (DPL) http://www.mass.gov/dpl/home.htm	617.727.3074
Massachusetts Export Center www.mass.gov/export/	617.973.8664
Massachusetts Office of Consumer Affairs and Business Regulation https://www.mass.gov/orgs/office-of-consumer-affairs-and-business-regulation	617.727.7755
Massachusetts Secretary of the Commonwealth, Corporations Division http://www.sec.state.ma.us/cor/coridx.htm	617.727.7030
Massachusetts Small Business Development Center www.salemstate.edu/sbdc	978.542.6343
North Shore Alliance for Economic Development https://northshorealliance.org	978.744.4430
North Shore Chamber of Commerce www.northshorechamber.org	978.774.8565

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

North Shore Workforce Investment Board https://masshire-northshorewb.com	978.741.3805
SCORE https://nemassachusetts.score.org	
U.S. Small Business Administration www.sba.gov	800.827.5722
U.S Internal Revenue Service (IRS) http://www.irs.gov/	617.316.2850

HOW TO START A BUSINESS IN PEABODY

1. **Research your business idea.** Speak with the Community Development Department at Peabody City Hall about your idea to see how it would fit into Peabody. Contact the Business Liaison at 978-538-5775.
2. **Develop a business plan.** Contact the [Small Business Development Center at Salem State University](#) or other [Business & Professional Service companies](#) listed in the Peabody Chamber of Commerce Directory.
3. **Secure financing.** Contact local banks and credit unions, including those listed in the Peabody Chamber of Commerce Directory under [Banking, Financing and Insurance](#), along with the [Small Business Administration](#) for business loans. You can also contact the [Community Development Department at City Hall](#) for various local loans including Community Development Authority Small Business Loans.
4. **Pick a business name.** To make sure it is properly registered and protected and web-ready, contact the [US Small Business Administration](#) for information.
5. **Register your business.** Contact the [Building Inspectors Office](#) at Peabody City Hall for the proper paperwork, and once processed, bring it to the [City Clerk's Office](#) at Peabody City Hall to receive your Business Certificate.
6. **Find a business location.** Check with local commercial real estate agents, including those listed in the Peabody Chamber of Commerce Directory under [Real Estate](#), regarding available properties for lease or sale, or check out [Loopnet.com](#), [Sullivanteam.com](#) or [CombinedProperties.com](#).
7. **Get the necessary permits and licenses to open your new location.** Meet with a [building inspector](#) at City Hall regarding zoning requirements, licenses and permits.
8. **Market your business.** Contact local businesses, including those listed in the Peabody Chamber of Commerce Directory under [Advertising and Media](#), for assistance with logo design, advertising & promotion, website design, signs, window dressing, etc.
9. **Enlist Financial Services.** Check with local businesses, including those listed in the Peabody Chamber of Commerce Directory, for [local business accounting, bookkeeping and tax services](#).
10. **Find staffing.** Contact the [North Shore Workforce Investment Board](#) for help finding workers.

Licensing and Permitting Information by Department

Office of Building Inspectors (Inspectional Services)

24 Lowell Street 978.538.5786

The Building Department is responsible for ensuring the safety of buildings in Peabody.

These responsibilities include:

- Supervision and enforcement of all provisions of the Massachusetts State Building Code and any other State statutes
- Supervision and enforcement of all provisions of the City of Peabody Zoning Ordinance 2013 and as amended
- Receipt and processing of permit applications and inspection of the premises for which permits have been issued and enforce compliance with the provisions of the applicable code.

This office administers the following applications and also offers [on-line permitting](#):

- [Business Certificate sign off*](#)
- Certificate of Compliance
- [Commercial Building Permit**](#)
- [Electric Permit](#)
- [Gas Permit](#)
- [Home Occupation Application](#)
- Occupancy
- [Plumbing Permit](#)
- [Sheet Metal Permit](#) (required for any kind of HVAC work)
- [Sign \(& Banner\) Permit](#) (Minimum commercial fee is \$100)
- [Temporary Sign Permit](#)

[Information on Permit Fees](#)

Please note:

*Business Certificate is ultimately issued by the City Clerk after a Building Inspector has issued a sign off slip.

**A receipt is needed from the Fire Department in order to obtain a Commercial Building Permit.

EVERY BUSINESS will need to contact this office when locating to or expanding in Peabody. Here is the general process:

- 1** Contact the Building Department and speak with a Building Inspector to obtain a Building Permit (single family/owner occupied home offices are excluded). The minimum fee is \$100 for Commercial (\$50 for Residential).
- 2** Present the scope of work to the Inspector to determine whether a set of professionally drawn plans and Construction Control Document are required before issuance of Certificate of Occupancy.
- 3** After any construction has been completed, schedule a site visit with Inspector to determine that business space is safe and meets proper Building Code.
- 4** Upon meeting all Building Code requirements (Health and Fire Codes too if applicable) Inspector will issue a Certificate of Occupancy. The fee is \$100.
- 5** At this point you can apply for a Business Certificate with the Building Inspector.*
- 6** Present sign off for Business Certificate, issued by Building Inspector, to City Clerk's Office to obtain your certificate. The filing fee is \$20.

*The State of Massachusetts (in conformity with the provisions of Chapter one hundred and ten, Section five of the General laws, as amended) requires that every business obtain a certificate to register their DBA (doing business as) name. Home office must be single family/ owner occupied.

FREQUENTLY ASKED QUESTIONS:

When is a building permit required?

Anyone seeking to construct, alter, or demolish a structure or install a sign must first obtain a building permit from a building inspector at the Inspectional Services Department. The building permit must be obtained before the start of any work and must be prominently posted at the job site.

Who can be issued a building permit?

Building permits are issued to construction supervisors licensed by the State of Massachusetts. The State license is only valid for work involving structures of less than 35,000 cu. Ft. As an exception to this requirement, building permits are also issued to homeowners doing work on one or two unit dwellings where they reside or intend to reside. It is noted that when homeowners are issued building permits, they may be liable for contractors working on their property and they are not eligible for protection under the provisions of the Homeowners Improvement Contractor Law. For these reasons, Building Department encourages homeowners to have the building permit taken out by a properly licensed contractor

What about the issuance of plumbing, gas, or wiring permits?

These permits are issued to Massachusetts licensed plumbers, gasfitters, or electricians. Permits are issued in accordance with Massachusetts General Law (MGLs); MGL 143-3L in the case of wiring permits and MGL 142-13 in the case of plumbing and gas permits.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

When must work be started under the building permit?

Work must be started within six (6) months of the date the permit is issued. Once started, the work must be progressed continuously to completion. The City Noise Ordinance does not permit construction activities prior to 7:00 a.m. (9:00 a.m. on Saturdays and holidays) and after 6:00 p.m. Sunday work is not permitted.

Is there a time limitation on a Building permit?

Yes. The permit shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the building official shall grant one or more extensions of time for additional periods not exceeding 90 days each if there is reasonable cause and upon written request by the owner.

What is the procedure for a Special Permit?

The City Council must formally receive the special permit application at a regularly scheduled meeting prior to a legal ad being published in a newspaper of general circulation. Said legal notice must be published for two consecutive weeks with the first ad being published at least 14 days prior to the public hearing. After the City Council acts on the special permit, a special permit decision is filed in the City Clerk’s office, and there is a 20 day appeal period from the filing date of said decision to the time that an applicant can obtain a building/occupancy permit from the building inspector. It’s at the building inspector’s discretion to issue the same.

When applying for a permit application, please visit during Office Hours to speak with appropriate inspector who can guide you through the application process in more detail.

Please note that permit applications are ONLY accepted during Inspectors Office Hours. Depending on the scope of work, commercial applications should be filled out by contractor or architect and should be accompanied by two sets of plans.

Inspectors Office Hours

Monday, Tuesday & Wednesday	8:30 – 10:00 a.m. 3:00 – 4:00 p.m.
Thursday	8:30 – 10:00 a.m. 5:30 – 7:00 p.m.
Friday (City Hall closes at 12:30 p.m.)	8:30 – 10:00 a.m. 2:00 – 12:30 p.m.

Inspector Contact Information

Building Commissioner, Albert Talarico, 978.538.5790

Albert.Talarico@peabody-ma.gov

Assistant Building Inspector 978.538.5787

Assistant Building Inspector, Dan Terenzoni, 978.538.5736

Dan.Terenzoni@peabody-ma.gov

Electrical Inspector, Shawn Mahoney, 978.538.5789

Shawn.Mahoney@peabody-ma.gov

Gas/Plumbing Inspector, Paul Foukas, 978.538.5791

Paul.Foukas@peabody-ma.gov

Clerk, Linda Lavoie, 978.538.5786

Linda.Lavoie@peabody-ma.gov

Sealer of Weights and Measures, James Collins

24 Lowell Street, 978.538.5788 James.Collins@peabody-ma.gov

The Sealer of Weights and Measures protects both the consumer and the merchant.

Responsibilities include:

- ❖ Enforcement of laws, rules and regulations relating to weights and measures and the use of weighing and measuring devices in commercial transactions
- ❖ Certification of accuracy of all weighing and measuring devices and that they meet regulatory standards.

Examples of devices that are inspected are:

- Scales
- Fuel dispensers
- Vehicle Tank Meters
- Price Scanners

Please contact the Sealer of Weights and Measures if you have any devices that require inspection. Fees may apply to this.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

City Clerk's Office

24 Lowell Street 978.538.5756

The City Clerk is responsible for the maintenance of factual public records and the fair administration of elections. The Clerk attends and keeps records of all meetings of the City Council. The Clerk and all members of his staff are Notary Publics and have the authority to notarize documents signed in their presence, as well as swear in Notary Publics.

The City Clerk's Office administers the following permits/licenses:

License/Permit	Fee	Legal Ad Required	CORI & ID Required
Auctioneer License (Year Round License)	\$100.00	Yes	Yes
Bowling Alley License	\$45.00/\$30.00	Yes	Yes
Class 1 Motor Vehicle License	\$200.00	Yes	Yes
Class 2 Motor Vehicle License	\$200.00	Yes	Yes
Class 3 Motor Vehicle License	\$200.00	Yes	Yes
Entertainment License (6 Day License only)*	\$100 Live \$50 Non-Live	Yes	No
Fortune Teller License	\$50.00	Yes	Yes
Junk Dealer License	\$100.00	Yes	Yes
Inflammables License	Check fee schedule	Yes	No
Innholder License	\$50.00	Yes	Yes
Limousine License	\$35.00/\$50.00	Yes	Yes
Lodging House License	\$50.00	Yes	Yes
Pool & Billiard License	\$45.00/\$30.00	Yes	Yes
Taxi Cab License	\$35.00/\$50.00	Yes	Yes
Special Permit (Rules and Regulations)	\$100 Ad Fee	Yes	No
Business Certificate (issued after Building Department has signed off)	\$20.00	No	No

*Sunday Entertainment Licenses are administered through the Mayor's Office, 978.538.5702.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Frequently Asked Questions:

How do I file for a Business Certificate?

Massachusetts requires anyone who is conducting business under an alias (i.e. any other name than their own), including corporations, to file a business certificate in the community where their business is principally headquartered. This form, also called a "DBA" which stands for "doing business as", contains the name and address of the business and the names and residences of the principals of the business. This certificate must be signed in the presence of a designated clerk in the Office of the City Clerk or a Notary Public. The certificate is effective for four years and the filing fee is \$20.00. The fee for filing an amendment is \$10.00.

How do I protect my business name?

Filing a business certificate at the local level does not protect your name. If you have a business name or a symbol that you consider unique and valuable you may want to register it as a trademark or a service mark. Trademarks are any word, name, symbol, or device, or any combination of these used to identify the goods of a business and distinguish those goods from the goods of others. Similarly, there are service marks that may be used to identify and distinguish a business which provides a service rather than goods. You are not required to register your trademark or service mark with any governmental agency. Trademarks are protected under common law. However, by registering your mark, you may gain certain exclusive ownership benefits under statutory law. You should contact the Specialized Section in the Corporations Division of the Office of the Secretary of the Commonwealth for further information

What is the procedure for a Special Permit?

The City Council must formally receive the special permit application at a regularly scheduled meeting prior to a legal ad being published in a newspaper of general circulation. Said legal notice must be published for two consecutive weeks with the first ad being published at least 14 days prior to the public hearing. After the City Council acts on the special permit, a special permit decision is filed in the City Clerk's office, and there is a 20 day appeal period from the filing date of said decision to the time that an applicant can obtain a building/occupancy permit from the building inspector. It's at the building inspector's discretion to issue the same.

Conservation Commission

24 Lowell Street 978.538.5782

Agent Lucia DelNegro Lucia.DelNegro@peabody-ma.gov

The Conservation Commission is composed of nine volunteer members, appointed by the Mayor. The Commission was established to protect and promote Peabody's natural resources, to protect watershed resources, to protect wetland resource areas, to provide permitting review for proposed projects within resource areas and their buffers, and to coordinate with other town officials and boards on conservation issues that relate to its areas of responsibility.

If your property is within 100-200 feet of wetlands (river, stream, brook, pond, lake, swamp, wet meadow, marsh, etc.) or vernal pool you will most likely have to file with the Conservation Commission.

The Conservation Commission administers the following types of permits:

- **(NOI) [Notice of Intent](#)** is filed by applicant/owner and an **Order of Conditions (OoC)** is drafted if approved after a public hearing and a vote of a quorum. An **NOI** is filed for projects an **OoC** is the permit issued.
- **(ANRAD) Abbreviated Notice of Resource Area Delineation** (asking for commission confirmation and agreement to wetlands lines/boundaries, NOT a project) an **(ORAD) Order of Resource Area Delineation** is drafted after approved by a quorum at a public hearing.
- **[Request for Certificate of Compliance](#)** is submitted when a project is done under an **OoC**. The commission would issue a **Certificate of Compliance (Partial or Full)** if the work is done in compliance with the Order of Conditions. A Partial would be issued if not all work is complete but most work is complete. This is usually only done for certain circumstances (example- winter time and the house is built. The developer wants to sell the house but the landscaping is not done. A Partial Certificate of Compliance would be issued so they can pass papers. They would need to file for a Full Certificate of Compliance once the landscaping is done).
- **(RDA) [Request for Determination of Applicability](#)** is filed by the applicant/owner and a **Determination of Applicability** is issued after a public hearing and a vote of a quorum. This is typically for very simple projects that will not affect the resource area (ex- repave existing driveway to same elevation).
- **Emergency Certificates (EC) and Enforcement Orders (EO)** are issued by Conservation Commission staff only. These documents are issued on an as needed basis. The commission must ratify both at the next regularly scheduled hearing.
- **Extension permits** extend the life of an existing Order of Conditions. The applicant/owner needs to request this 30 days before expiration date. Expired Orders cannot be extended.
- **Appeal procedure:** Once an OoC, Determination or ORAD is issued (time stamped by Conservation Agent) a ten business day appeal period starts the following business day. Since there is a local ordinance, appeals should be made to DEP and the court. Projects cannot be appealed once appeal period has expired.

State Permit Application Forms: Forms for filing a Wetlands Permit under the states Wetland Protection Act can be found at www.mass.gov.

All documents can be obtained on MASSDEP’s website but will not have Peabody ordinance wording on it:

<http://www.mass.gov/eea/agencies/massdep/water/approvals/wetlands-and-waterways-forms.html>

All documents must include the words “City of Peabody-Wetlands and Rivers Protection Ordinance: Chapter 32” in the document header. Hand printing or typing is acceptable.

State permit fees are determined by project type. The categories are listed in 310 CMR10.03(7) fees.

Local Permit Application Forms: A packet of forms for a Wetlands Permit under Chapter 32 Peabody Wetlands and Rivers Protection Regulations of the City of Peabody can be found at the Conservation Commission office in the Community Development Department.

Included in the packet are the following forms:

1. [Filing checklist](#)
2. [Notification to Abutters](#) under the Massachusetts Wetlands Protection Act
3. [Affidavit of Service](#) under the Massachusetts Wetlands Protection Act
4. [Legal Ad Form](#) with list of newspaper options. (prices are posted in Commission office).

Local Permit Fees

Permit Name (Acronym)	Conservation Commission Permit & Form Name	Filing Fee (Effective July 9th, 2003)
RDA	Request for Determination of Applicability	\$20
NOI	Notice of Intent – Single Family Lot	\$50
NOI	Notice of Intent – All other projects	\$200
ANOI	Abbreviated Notice of Intent	\$200
ANRAD	Abbreviated Notice of Resource Delineation	\$100
RCC	Request for Certificate of Compliance (Inspection)	\$50

The Commission will wait until the Department of Public Services’ and the Department of Environmental Protection’s (DEP) comments on the application are satisfied before approval.

The Commission typically meets on the second Wednesday of each month. Please contact [Lucia DelNegro](#) for any changes regarding hearing dates and deadlines.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Fire Department

47 Lowell Street www.peabodyfire.org

Fire Prevention Office 978.531.2200 dmarchese@peabody-ma.gov

The Peabody Fire Department’s mission is to respond to fires, medical emergencies, disasters and terrorist acts, and protect the lives and property of Peabody businesses, residents and visitors. Additionally, the Department’s pursuit of public safety through its fire prevention, investigation and education programs allows us to make significant contributions towards the safety of the citizens of Massachusetts and enhances our abilities to keep our homeland safe.

Permits are required for the installation/repair/alteration of Fire Protection Systems, including, but not limited to, fire alarm, sprinkler and hood suppression systems. Plans for these life safety systems must be submitted in advance to the Fire Prevention Office (47 Lowell St.) for approval and issuance of the applicable permit. This process can take up to ten (10) business days. Fees for life safety systems are assessed based on the size of the project: \$35, \$60 or \$110. These permits are valid for 60 days.

The head of the fire department or his designee shall have the authority to issue the following permit types, as described in 527 CMR and M.G.L. c. 148.

Permits available online include:

- [Smoke Detector/Carbon Monoxide](#)
- [Cutting and Welding](#)
- [Dumpster](#)
- [Flammable and Combustible Liquids](#)
- [Hood/Fire Suppression](#)
- [Liquid Propane Gas](#)
- [Oil Burning Equipment](#)
- [Sprinkler](#)
- [Commercial Tank Removal](#)

Additional permits can be obtained through the Fire Prevention Office, and include:

Blasting	Bonfires & Burning of Christmas Trees	Bowling Pin & Lane Refinishing
Cannon & Mortar Firing	Cellulose Nitrate Film	Combustible Fibers
Compressed Natural Gas (CNG)	Covered Mall Buildings	Crop Ripening or Color Processing
Dust Explosion Prevention	Explosives & Black Powder	Fire Protection Equipment

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Fire Protection System	Fireworks Display	Fireworks, Manufacture, Storage & Handling
Flammable Gases and Solids	Fuel Transfer Operations	Fumigation & Insecticidal Fogging
Hazardous Substances, Left Unattended	Limited Special Effects	Matches
Open Air Fires	Ovens & Furnaces	Rubbish Containers
Salamanders	Special Seasonal Decorations	Storage, Combustible Materials
Tank Vehicles Parked Overnight	Tanks & Containers	Tar Kettles on Roofs
Tent/Canopy Permit	Tire Recapping & Rebuilding Plants	Tire Storage
Torches & Heat Producing Devices	Transportation of Combustible Liquids	

Fire Prevention Office Hours

Monday-Wednesday	8:30 am – 4:00 p.m.
Thursday	8:30 a.m. – 7:00 p.m.
Friday	8:30 a.m. – 12:30 p.m.

Health and Human Services Department

24 Lowell Street

Sharon Cameron, Director, 978.538.5920

Sharon.Cameron@peabody-ma.gov

Debora Osgood, Administrative Assistant, 978.538.5926

Debora.Osgood@peabody-ma.gov

John Yale, Sanitary Inspector, 978-538-5924

John.Yale@peabody-ma.gov

William Pasquale, Code Enforcement, 978-538-5923

William.Pasquale@peabody-ma.gov

Chassea Robinson, Public Health Nurse, 978-538-5931

Chassea.Robinson@peabody-ma.gov

Brenda Wolff, School Nurse Leader, 978-538-5930

Brenda.Wolff@peabody-ma.gov

The Peabody Department of Health and Human Services promotes the health and well-being of residents of (and visitors to) Peabody through the provision of school health services, public immunization clinics, communicable disease follow-up, health education, and the permitting and inspection of facilities such as food establishments, swimming pools, tanning salons, and housing, among others.

Board of Health

The Peabody Board of Health is a 3-member policy setting board appointed by the Mayor. The Board sets policy for the Health Department, takes action on permits, and hears appeals of enforcement actions.

The Board typically meets on the 4th Thursday of the month at 3:00 p.m. but meeting dates should be verified by contacting 978.538.5926 or visiting the Health Department webpage at <http://www.peabody-ma.gov/health.html>.

Materials for Board of Health meetings should be submitted to the Health Department no later than 14 days in advance of the meeting date.

Appeal Procedure: The permit holder/applicant should submit a written request to the Health Department requesting an appeal. The request should reference the specific code which is being appealed. Additional specific procedures vary depending on which code is being appealed; applicants should contact the Health Department for additional guidance.

Inspectors Office Hours

Monday, Tuesday & Wednesday	8:30 – 10:00 a.m. 3:00 – 4:00 p.m.
Thursday	8:30 – 10:00 a.m. 5:30 – 7:00 p.m.
Friday	8:30 – 10:00 a.m.
(City Hall closes at 12:30 p.m.)	12:00 – 12:30 p.m.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

HEALTH DEPARTMENT – FEE LIST EFFECTIVE October 1, 2012

Any permit renewal application not complete (including fully completed application and payment of permit fee in full) prior to permit expiration date will require payment of the higher permit fee.

CITY OF PEABODY



SHARON CAMERON
 DIRECTOR

DEPARTMENT OF HUMAN SERVICES

24 LOWELL STREET
 PEABODY, MASSACHUSETTS 01960
 (978) 538-5926
 FAX: (978) 538-5990

Board of Health
 BERNARD H. HOROWITZ,
 CHAIRMAN
 THOMAS J. DURKIN III
 LEIGH ANN MANSBERGER, M.D.MPH

Type of permit	Renewal fee prior to permit expiration date	Renewal fee after permit date	Permit period	Completed renewal application date on or before:	Notes
ANIMAL/ANIMAL RENEWAL	\$50.00	\$ 100.00	JAN 1 – DEC 31	Dec 1st	ANIM
BODY PIERCING EST.	\$300.00	\$350.00	JAN 1 – DEC 31	Dec 1st	BPE
BODY PIERCER	\$100.00	\$150.00	JAN 1 – DEC 31	Dec 1st	BP
CABINS, MOTELS, HOTELS	\$100.00	\$150.00	JAN 1 – DEC 31	Dec 1st	CAB, MOT, HOT
FOOD					
SERVICE ESTABLISHMENT	\$100.00	\$150.00	JUNE 1 - MAY 31	May 1st	0-50 SEATS
SERVICE ESTABLISHMENT	\$125.00	\$175.00	JUNE 1- MAY 31	May 1st	51- 150 SEATS
SERVICE ESTABLISHMENT	\$150.00	\$200.00	JUNE 1 - MAY 31	May 1st	151-499 SEATS
SERVICE ESTABLISHMENT	\$150.00	\$200.00	JUNE 1- MAY 31	May 1st	+ \$1 FOR >500 SEATS
RETAIL FOOD ESTABLISHMENT	\$ 50.00	\$100.00	JUNE 1- MAY 31	May 1st	< 1000 SQ FT
RETAIL FOOD ESTABLISHMENT	\$100.00	\$150.00	JUNE 1 - MAY 31	May 1st	1000-10000 SQ FT
RETAIL FOOD ESTABLISHMENT	\$250.00	\$300.00	JUNE 1- MAY 31	May 1st	> 10000 SQ FT
FOOD PLAN REVIEWS					
FOOD SERVICE PLAN REVIEWS	\$100.00	\$150.00			0-100 SEATS
FOOD SERVICE PLAN REVIEWS	\$150.00	\$200.00			+100 SEATS
RETAIL FOOD PLAN REVIEWS	\$100.00	\$150.00			< 10000 SQ FT
RETAIL FOOD PLAN REVIEWS	\$150.00	\$200.00			> 10000 SQ FT
FARMER'S MARKET	\$10.00	\$20.00	ANNUAL		RETAIL

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

CATERING	\$ 50.00	\$100.00	JUNE 1 – MAY 31	May 1 st	FCAT
CHURCHES/ORGANIZATIONS	\$ 0	\$0	JUNE 1 – MAY 31	May 1 st	
TEMPORARY FOOD PERMIT	\$ 50.00	\$100.00	UP TO 14 DAYS		FTEM
TEMPORARY non-profit	\$ 5.00	\$ 10.00	UP TO 14 DAYS		FNON
FUNERAL DIRECTORS	\$ 50.00	\$100.00	MAY 1 – APRIL 30	April 1 st	FNL
ICE CREAM MIX MANUFAC.	\$ 25.00	\$ 50.00	June 1 – May 31	May 1 st	FROZ
INDOOR SKATING RINK	\$ 50.00	\$100.00	JAN 1 – DEC 31	Dec. 1 st	SKAT
MANUFACTURED HOUSING COM	\$ 100.00	\$150.00	JAN 1 – DEC 31	Dec. 1 st	PARK
MOBILE FOOD	\$ 50.00	\$100.00	JUNE 1 – MAY 31	May 1 st	FMOB
RECREATIONAL CAMP	\$ 150.00	≥ 45 Days before start date.	WITH COMPLETED APPLICATION.	Dec. 1 st	REC
RECREATIONAL CAMP	\$250.00	30 – 45 Days before start date.	WITH COMPLETED APPLICATION.		REC
RECREATIONAL CAMP	\$350.00	15 – 30 Days before start date.	WITH COMPLETED APPLICATION.		REC
RECREATIONAL CAMP	\$500.00	≤ 15 Days before start date.	WITH COMPLETED APPLICATION.		REC
OFFAL					
REFUSE HAULER	\$ 50.00 EACH	\$100.00	JAN 1 – DEC 31	Dec. 1 st	REF
SEPTIC HAULER	\$ 50.00 EACH	\$100.00	JAN 1 – DEC 31	Dec. 1 st	SEPH
TRANSFER STATION	\$ 100.00	\$150.00	JAN 1 – DEC 31	Dec. 1 st	TRAN
SCHOOLS					
FOOD	NO CHARGE	n/a	JUNE 1 – MAY 31	May 1 st	FSCH
MILK	NO CHARGE	n/a	JUNE 1 – MAY 31	May 1 st	MILKSCH
SEPTIC					
DISPOSAL WORKS INSTALLER	\$ 25.00	\$ 50.00	JAN 1 – DEC 31	Dec. 1 st	SEPI
DISPOSAL WORKS CONSTRUC.	\$ 50.00	\$100.00	JAN 1 – DEC 31	Dec. 1 st	SEPC
SWIMMING POOL LARGE	\$100.00	\$150.00	JUNE 1 – MAY 31	May 1 st	PLSW
SWIMMING POOL/SPEC PURPOSE	\$ 50.00	\$100.00	JUNE 1 – MAY 31	May 1 st	PLSP
SWIMMING POOL PLAN REVIEWS	\$100.00	\$150.00			PER POOL
TANNING SALON	\$100.00 minimum	\$150.00	JAN 1 – DEC 31	Dec. 1 st	TAN
TATTOO ESTABLISHMENT	\$300.00	\$350.00	JAN 1 – DEC 31	Dec. 1 st	TATE
TATTOOING ARTIST	\$100.00	\$150.00	JAN 1 – DEC 31	Dec. 1 st	TATA
TOBACCO	\$100.00	\$150.00	JUNE 1 – MAY 31	May 1 st	TOB

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Liquor Licensing Board

24 Lowell Street 978.538.5717 LiquorLicensing@peabody-ma.gov

The Licensing Board administers the processing, overseeing and renewing the licenses of Peabody establishments of different categories.

The Licensing Board consists of three members, appointed by the Mayor. The Board meets on the second and fourth Monday of each month (except holidays) in the Lower Level Conference Room of Peabody City Hall from 6:30 p.m. until 7:30 p.m. Questions and comments can be left on the Licensing Board voicemail line at 978.538.5717.

License	Annual Fee
Restaurant with Common Victuals – All Alcohol	\$2250
Restaurant with Common Victuals-Wine & Malt	\$1650
General on Premises-All Alcohol	\$2200
Inn/Hotel-All Alcoholic	\$2250
Club-All Alcoholic	\$1200
Package Store-All Alcohol	\$2200
Package Store-Wine & Malt	\$1700
Seasonal-All Alcohol	\$1200
One Day License-Rules and Application	\$25 per day
Automatic Amusement Device-Class I	\$50
Automatic Amusement Device-Class II	\$100

Application Process (This applies to all licenses except One Day and Automatic Amusement)

- 1 Fill out application completely online at www.mass.gov/abcc. Nothing handwritten will be accepted.
- 2 Print out completed application and corresponding forms.
- 3 Payment can only be made online (ePay) to Alcoholic Beverage Control Commission. ABCC fee per transaction is \$200.00. Applicant must submit proof by submitting corresponding online payment form and confirmation number with their application. City of Peabody application fee is \$50.00 for a new license or transfer of license, made payable by check only. Applicant is responsible for paying legal ad when required.
- 4 Submit **two** copies of application including applicable forms to:
 Peabody Licensing Board, 24 Lowell Street, Peabody MA 01960
- 5 The Licensing Board will schedule a Public Hearing upon receipt and verification of complete application including all corresponding forms.

Please see Licensing Board [Rules and Regulations](#) for additional information.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Peabody Municipal Light Plant

201 Warren Street Ext. 978.531.5975 (Emergency 24/7 & Non-Emergency) www.pmlp.com
Community Relations Manager 978.531.5975



Peabody Municipal Light Plant's (PMLP) mission is to sustain highly reliable electric service at reasonable rates and provide superior customer service while enhancing the quality of life and assuring a clean and healthy environment. PMLP serves more than 26,000 customers in all of Peabody and South Lynnfield. The organization consists of the ratepayers of Peabody, who elect the Peabody Municipal Lighting Commission (PMLC), a five member policy making board. The Plant's Manager reports to the Commission and is responsible for the operation of the plant. A professional staff of approximately 75 employees brings a broad scope of utility experience to PMLP's daily operation, including an up-to-date understanding of the progressing energy market.

PMLP is committed to contributing to the communities it serves through consistent reinvestment in our infrastructure, payment in-lieu of taxes, community development and energy education programs. This includes energy conservation programs, school energy awareness, conservation and safety projects, school-to-work partnerships, outreach to senior groups, community support and active participations in the area's Chamber of Commerce, Rotary, TRIAD and other local civic groups.

In order to start/stop/transfer service, commercial and industrial customers should stop by the office or call at least a week in advance to complete your paperwork. A deposit is required. [The Non-Resident Service Agreement](#) can be downloaded here.

All deposits must be paid by cash or check. Please contact PMLP Customer Service to determine deposit amount. Please note: If you are the owner of the property, there is no deposit required.

The PMLP Business Office Hours are Monday-Friday, 8:30 a.m. to 4:30 p.m.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Planning Board

24 Lowell Street, 978.538.5793

The Peabody Planning Board oversees the [Rules and Regulations Governing the Subdivision of Land in Peabody](#). Planning Board meetings are conducted on the first and third Thursdays of each month. July and December have only one meeting.

These rules and regulations were adopted under the Subdivision Control Law, MGL Ch. 41, Section 81-K through 81-GG inclusive. The subdivision regulations were adopted for the purpose of protecting the safety, convenience and welfare of the residents of the City of Peabody by "regulating the laying out and constructions of ways in subdivisions providing access to the several lots therein, but which have not become public ways, and ensuring sanitary conditions in subdivisions and in proper cases, parks and open areas".

The Planning Board acts on project proposals with due regard for the following:

- Adequate access to all of the lots in a subdivision by ways that will be safe and convenient for travel
- For lessening congestion in such ways and in the adjacent public ways
- For reducing danger of life and limb in the operation of motor vehicles
- For securing safety in case of fire, flood, panic and other emergencies
- For insuring compliance with the applicable Zoning ordinance
- For securing adequate provision for water, sewerage, drainage, underground utility services, fire, police and other similar municipal equipment, and street lighting
- For coordinating the ways in a subdivision with each other and with the public ways in the City and with the ways in neighboring subdivisions.

The Planning Board is also part of the review process, through public hearing, for any changes to the Peabody Zoning Ordinance.

The Planning Board grants land subdivision approvals only. Departments that sign off on subdivisions are: Department of Public Services & Engineering and Fire Department (for access/egress).

Fees

Approval Not Required Plans:	\$200.00
Preliminary Plans:	\$750.00
Definitive Plans:	\$750.00/lot plus \$150.00/lot or portion thereof
	\$500.00 plus \$150.00/lot when following a preliminary plan.
Site Plans:	\$100.00

Fees for advertising are determined by size of ad.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Department of Public Services

50 Farm Avenue 978.536.0600 ext. 0 Tanya.Capistran@peabody-ma.gov

The mission of the Department of Public Services is to operate the City’s water, sewer, solid waste and street systems for the public’s safety and convenience, thereby maintaining the quality of life for the Citizens of Peabody. The DPS is also responsible for rapid response to all snow, ice and other inclement weather conditions; enforcing of water, sewer and street ordinances; engineering for City projects; 24-hour emergency services.

The DPS is organized into six separate divisions: Public Works Administration, Sewer, Water, Solid Waste, Garage, and Streets and Highway.

The Department of Public Services administers permits for the following activities:

Activity	Notes *	Permit Required	Fee	Time Frame
Waterline installation and/or repair	1,2,3,4	Excavation/Trench Permit	\$100	2 hours
Sewer installation and/or repair	1,2,3,4	Excavation/Trench Permit	\$100	2 hours
Connecting to City drainage	1,2,3	Excavation/Trench Permit	\$100	2 days
Sidewalk installation/alteration		Amended Excavation/Trench Permit	-	2 days
Driveway curb cuts		Amended Excavation/Trench Permit	\$50	2 days
Operation of a fire hydrant	1,3,5	Fire Hydrant Permit		2 days
Construction of 1 acre or greater	1,3	Storm Water Management Plan and Applicability	-	30 days

Notes*

- 1 A permit is required even if work is solely being performed on private property
- 2 Requires a City issued Utility Contractor’s License to perform the work
- 3 Requires additional City Departments to sign off
- 4 Water & Sewer permits can be combined for a total fee of \$100.00
- 5 Fee based upon the amount of water being used

The City of Peabody Department of Public Services, having been named as the “Designee” of the Department of Environmental Protection for the purposes of administering the “Drinking Water Regulations Of Massachusetts” has established fees and charges as they relate to [cross connections](#) between distributions systems.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

For water service or service turn on or connection, please contact the Department of Public Services at 978-536-0600.

For water billing questions, please contact the Department of Public Services Water Billing Department at 978.538.5914.

Department of Public Services Office Hours

Monday-Wednesday	8:30 am – 4:00 p.m.
Thursday	8:30 a.m. – 7:00 p.m.
Friday	8:30 a.m. – 12:30 p.m.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Zoning Board of Appeals

24 Lowell Street, 978.538.5792, Carla McGrath

Carla.McGrath@peabody-ma.gov

If your business does not conform to the City's Zoning Ordinance, the Zoning Board of Appeals has the following powers in accordance with the provisions of Massachusetts General Laws, Chapter 40A and this ordinance:

- A. Appeals. To hear and decide an appeal taken by any person aggrieved by reason of his/her inability to obtain a permit or enforcement action from the building inspector under the provisions of MGL, Chapter 40A and this ordinance or by any person including an officer or board of the City of Peabody or of an abutting municipality aggrieved by an order or decision of the building inspector in violation of any provision of MGL, Chapter 40A or of this ordinance.
- B. Variances. To hear and decide a petition with respect to particular land or structures for a variance from terms of this ordinance, where the board specifically finds that owing to circumstances relating to soil conditions, shape or topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of this ordinance would involve substantial hardship consistent with the provisions of MGL Chapter 40A to the petitioner or appellant, and that desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of this ordinance. The board of appeals may impose conditions, safeguards and limitations in respect to both time and any permitted use, including the continued existence of any particular structures but excluding any condition, safeguard or limitation based upon the continued ownership of the land or structure to which the variance pertains by the applicant, petitioner or any owner. If the rights authorized by a variance are not exercised within one year of the date of authorization, they shall lapse and may be reestablished only after a new notice and hearing. No variance may authorize a use or activity not otherwise permitted in the district in which the land or structure is located.

To determine if the petitioner will need relief from the Board of Appeals a business owner ("petitioner") should meet with a Building Inspector and review a current (within six months) plot plan (provided by petitioner). The Board of Appeals meets Mondays monthly in the Wiggin Auditorium at 7:00 p.m.

Submit to the Board of Appeals Clerk:

- 1 [Application for variance](#) filled out completely, no blanks, along with nine copies (for board members)
- 2 Certified plot plan 8½ x 11 inches
- 3 [Certified List of Abutters](#) from Assessor's Office (978.538.5716)
- 4 Denial letter from Building Inspector
- 5 Check made payable to City of Peabody for Filing Fee (Commercial: \$225)
- 6 Check for legal ad – Newspaper to be determined when [legal ad application](#) is filed

Please see [Rules of the Zoning Board of Appeals](#) for additional information

Before applying for a building permit variance decision must be recorded at the Registry of Deeds (45 Congress Street, Suite 4100, Salem MA 01970). The current Recording Fee is \$75.00 but may change at the discretion of the Registry.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Financing Resources:

Community Development Authority (CDA) Business Loan Program

Stacey Bernson, Assistant Director of Community Development & Planning

24 Lowell Street 978.538.5771 Stacey.Bernson@peabody-ma.gov

The City of Peabody's proactive approach to economic development resulted in the establishment of a revolving loan pool of funds administered by the Department of Community Development and Planning and a five member quasi-public Community Development Authority (CDA). The Business Loan Program is a flexible source of loan funds for commercial and industrial projects, the purpose of which is to encourage the creation/retention of quality jobs and to increase the tax base.

The CDA has helped hundreds of applicants retain or expand existing business and/or help attract desirable new business to the City of Peabody by providing loans for equipment, land and/or site acquisition, construction and redevelopment. The CDA is able to provide below-market, low-interest loans to be used to help bridge the gap between the cash and assets of a business owner and the equity requirements needed to obtain a commercial loan from a bank. The program is designed to provide no more than 20% of a project's total financing requirements.

For additional information see:

[CDA Business Loan Program Brochure](#)

[CDA Business Loan Program Application and Checklist](#)

[CDA Business Loan Program – Loan Terms](#)

[CDA Personal Financial Statement](#)

[Façade & Signage Improvement Loan Program](#)

Peabody-Salem Coalition Brownfields Revolving Loan Fund

Brendan Callahan, Assistant Director of Planning

24 Lowell Street 978.538.5780 Brendan.Callahan@peabody-ma.gov

The US EPA awarded Peabody and Salem a \$950,000 grant in 2014 to capitalize a revolving loan fund to support environmental remediation of brownfields and facilitate their successful redevelopment.

[Program Brochure](#)

[Program Preliminary Application](#)

[Program Funding Application Part 1](#)

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Small Business Administration (SBA)

The SBA offers small business loans. Please see the website for more information:

<http://www.sba.gov/loanprograms>

Additional Information:

For information regarding the **assessment of your property**, please contact the Assessor's Office at 978.538.5716.

Downtown Business Parking Sticker Program

Parking Stickers for the 2019 "Sticker Parking Program" are available for \$100.00 Cash or Check only will be accepted. Qualified applicants (businesses and their employees) may purchase the stickers each Monday through Friday between the hours of 8:30 am – 4:00 pm. License and registration must be shown when purchasing sticker. 2018 Downtown Employee Stickers will be honored until January 31, 2019. Enforcement of expired stickers will be February 1, 2019. Parking stickers are available for purchase at the Peabody Police Department, Traffic Division, 6 Allens Lane, Peabody. For questions, please contact the Parking Clerk at 978-538-6312.

For information regarding **natural gas service**, please contact National Grid at 1.800.233.5325
<https://www.nationalgridus.com/MA-Gas-Business/>

Peabody Business and Community Guide

The City of Peabody's Business and Community Guide, a 12-page color brochure highlighting the City's business development, historic and recreation opportunities, events and culture, education and healthcare, is available by contacting the Community Development Office at Peabody City Hall 978-538-5775. This free guide is sponsored by local businesses.

For information regarding your **tax bill**, collection of your taxes or the payment status of your account, please contact the Collector's Office at 978.538.5748.

For **telephone, Internet and cable services**, please contact Comcast
<https://www.xfinity.com/support/contact-us/> or Verizon
http://www.verizon.com/home/verizonglobalhome/ghp_business.aspx

For information regarding **trash** collection, recycling or dumpsters, please contact JRM Hauling & Recycling at 800.323.4285 <http://www.jrmhauling.com/>

For information regarding **tree removal**, contact the City of Peabody Tree Warden at 978.536.7134 or email Brian Grant.

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

Meeting Schedule:

[Board of Health](#)

Fourth Thursday of each month at 3:00 p.m. at 24 Lowell Street, Lower Level Conference Room

[Conservation Commission](#)

Second Wednesday of each month at 7:00 p.m. at 50 Farm Ave

[City Council](#)

Second and fourth Thursday of each Month at 7:30 p.m. at 24 Lowell Street, Wiggin Auditorium

[Community Development Authority](#)

Third Thursday of each month at 5:00 p.m. at 24 Lowell Street, Lower Level Conference Room

[Liquor Licensing Board](#)

Second and fourth Monday of each month at 6:30 p.m. at 24 Lowell Street, Lower Level Conference Room

[Planning Board](#)

First and third Thursdays of each month at 7:00 p.m. at 24 Lowell Street, Lower Level Conference Room

[Zoning Board of Appeals](#)

Second Monday of each month at 7:00 p.m. in the Wiggin Auditorium

All meetings are subject to change so please check with each Board/Commission.

CITY OF PEABODY PERMIT CHECKLIST				
<u>Office</u>		<u>Required</u>	<u>Obtained</u>	<u>Fees</u>
BUILDING INSPECTOR				
	Business Certificate			\$20
	Certificate of Compliance			check with Bldg Insp
	Commercial Building Permit			check with Bldg Insp
	Electric Permit			check with Bldg Insp
	Gas Permit			check with Bldg Insp
	Home Occupation Application			check with Bldg Insp
	Information on Permit Fees			check with Bldg Insp
	Occupancy			\$100
	Plumbing Permit			check with Bldg Insp
	Sheet Metal Permit			check with Bldg Insp
	Sign (& Banner) Permit			check with Bldg Insp
	Temporary Sign Permit			\$10 per sign
CITY CLERK'S OFFICE				
	Auctioneer License			\$100
	Bowling Alley License			\$45/\$30
	Business Certificate			\$20
	Class 1 Motor License			\$200
	Class 2 Motor License			\$200
	Class 3 Motor License			\$200
	Entertainment License (6 Day Only)			\$100 Live \$50 Non-Live
	Fortune Teller License			\$50
	Junk Dealer License			\$100
	Inflammables License			check fee schedule
	Innholder License			\$50
	Limousine License			\$35/\$50
	Lodging House License			\$50
	Pool & Billiard License			\$45/\$30
	Taxi Cab License			\$35/\$50
	Special Permit			\$100 Ad Fee
	Sunday Entertainment License (Mayor's Office)			check w/Mayor's Office

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CONSERVATION COMMISSION				
	Notice of Intent			\$50/\$200
	Request for Certificate of Compliance			\$50
	Request for Determination of Applicability			\$20
FIRE DEPARTMENT				
	Blasting Permit			check with Fire Dept
	Bowling Pin and Lane Refinishing Permit			check with Fire Dept
	Cellulose Nitrate Film Permit			check with Fire Dept
	Combustible Fibers Permit			check with Fire Dept
	Commercial Tank Removal Permit			\$25/\$100
	Compressed Natural Gas Permit			check with Fire Dept
	Covered Mall Buildings Permit			check with Fire Dept
	Crop Ripening or Color Processing Permit			check with Fire Dept
	Cutting and Welding Permit			\$20
	Dumpster Permit			\$10
	Dust Explosion Prevention Permit			check with Fire Dept
	Explosives and Black Powder Permit			check with Fire Dept
	Fire Protection Equipment Permit			check with Fire Dept
	Fire Protection System Permit			check with Fire Dept
	Fireworks Display Permit			check with Fire Dept
	Fireworks, Manufacture, Storage & Handling Permit			check with Fire Dept
	Flammable and Combustible Liquids Permit			\$20
	Flammable Gases and Solids Permit			check with Fire Dept
	Fuel Transfer Operations Permit			check with Fire Dept
	Fumigation and Insecticidal Fogging Permit			check with Fire Dept
	Hazardous Substances, Left Unattended Permit			check with Fire Dept
	Hood/Fire Suppression Permit			\$35
	Limited Special Effects Permit			check with Fire Dept
	Liquid Propane Gas Permit			by tank size
	Matches Permit			check with Fire Dept
	Oil Burning Equipment			\$20
	Open Air Fires Permit			check with Fire Dept
	Ovens and Furnaces Permit			check with Fire Dept
	Rubbish Containers Permit			check with Fire Dept
	Salamanders Permit			check with Fire Dept
	Smoke Detector/Carbon Monoxide Permit			\$20 each 2-12 units
	Special Seasonal Decorations Permit			check with Fire Dept
	Sprinkler Permit			\$35/\$60/\$110
	Storage, Combustible Materials Permit			check with Fire Dept
	Tank Vehicles Parked Overnight Permit			check with Fire Dept

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775

	Tanks & Containers Permit			check with Fire Dept
	Tar Kettles on Roof Permit			check with Fire Dept
	Tent/Canopy Permit			check with Fire Dept
	Tire Recapping and Rebuilding Plants Permit			check with Fire Dept
	Tire Storage Permit			check with Fire Dept
	Torches and Heat Producing Devices Permit			check with Fire Dept
	Transportation of Combustible Liquids Permit			check with Fire Dept
HEALTH AND HUMAN SERVICES DEPARTMENT				
	Animal Permit			\$50
	Body Piercing Establishment Permit			\$300
	Body Piercer Permit			\$100
	Cabins, Motels, Hotels			\$100
	Food Service Establishment			\$100/\$125/\$150
	Retail Food Establishment			\$50/\$100/\$250
	Food Service Plan Review			\$100/\$150
	Retail Food Plan Review			\$100/\$150
	Farmer's Market Food/Milk Permit			\$10
	Catering Food/Milk Permit			\$50
	Churches/Organizations Food/Milk Permit			0
	Temporary Food Permit			\$50
	Temporary Non-profit Food Permit			\$5
	Funeral Directors Permit			\$50
	Ice Cream Mix Manufacturing Permit			\$25
	Indoor Skating Rink Permit			\$50
	Manufactured Housing Community Permit			\$100
	Mobile Food Permit			\$50
	Recreational Camp Permit			\$150/\$250/\$250/\$500
	Remove/Transport/Dispose of Garbage/Offal/other Offensive Substances Permit			\$50 each
	Septic - Disposal Works Installer			\$25
	Septic - Disposal Works Construction			\$50
	Swimming Pool Permit			\$100/\$50
	Tanning Salon Permit			\$100 minimum
	Tattoo Establishment Permit			\$300
	Tattooing Artist Permit			\$100
	Tobacco Permit			\$100
	Transfer Station			\$100

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LIQUOR LICENSING BOARD				
	Automatic Amusement Devise			\$50/\$100
	Club - All Alcoholic			\$1200
	General on Premises - All Alcoholic			\$2200
	Inn/Hotel - All Alcoholic			\$2250
	One Day License			\$25 per day
	Package Store -All Alcoholic			\$2200
	Package Store - Wine and Malt			\$1700
	Restaurant with Common Victuals - All Alcoholic			\$2250
	Restaurant with Common Victuals - Wine and Malt			\$1650
	Seasonal - All Alcoholic			\$1200
PEABODY MUNICIPAL LIGHT PLANT				
	Stop/Start, Transfer Electric Service			check with PMLP
PLANNING BOARD				
	Approval Not Required Plans			\$200
	Preliminary Plans			\$750
	Definitive Plans			\$750/lot plus \$150/lot
DEPARTMENT OF PUBLIC SERVICES				
	Excavation/Trench Permit			\$100
	Fire Hydrant Permit			
	Storm Water Permit			
ZONING BOARD OF APPEALS				
	Application for Variance			\$225
FINANCING RESOURCES				
	CDA Business Loan			
	Façade & Signage Improvement Loan Program			
	Small Business Administration Loans			
MASSACHUSETTS DEPARTMENT OF REVENUE				
	Federal Tax Identification Number			

For Additional Assistance Contact City of Peabody Business Liaison at 978.538.5775