



Maynard Business Guide

An easy guide to licensing, permitting, and zoning in Maynard.

July 1, 2019

Current copy found at <https://www.townofmaynard-ma.gov/>



The Town of Maynard has created this Business Guide to help navigate municipal procedures – including permitting, licensing and zoning – in a simple, straightforward format. It is part of a larger effort to simplify municipal processes and maintain a customer friendly environment within Town Hall.

The guide provides contact information and will help commercial customers, prospective businesses, and residents save time and money when interacting with Town Hall. Most information can also be found on the Town website, www.townofmaynard-ma.gov. Additionally, Maynard’s Office of Municipal Services staff is available to answer any questions you may have and help you get started.

We understand the permitting process can appear cumbersome, but in addition to ensuring both regulatory compliance and the health and safety of the public, local permitting creates a healthy business environment. If you succeed, Maynard succeeds and the Town wants to do everything it can to ensure your business is a success!

Disclaimer

The Town of Maynard has made every effort to ensure that this Business Guide is accurate; however, the Town specifically disclaims liability for any inaccuracies, omissions or changes that may have occurred. Prior to making a formal application for any of the permits, licenses, documents, etc. in this Guide, you should verify all information with the appropriate Town Hall staff

If you find information in this manual that is incorrect, misleading, or incomplete, we would appreciate your comments and suggestions.

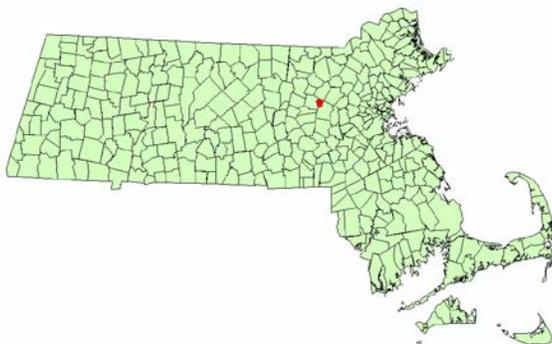
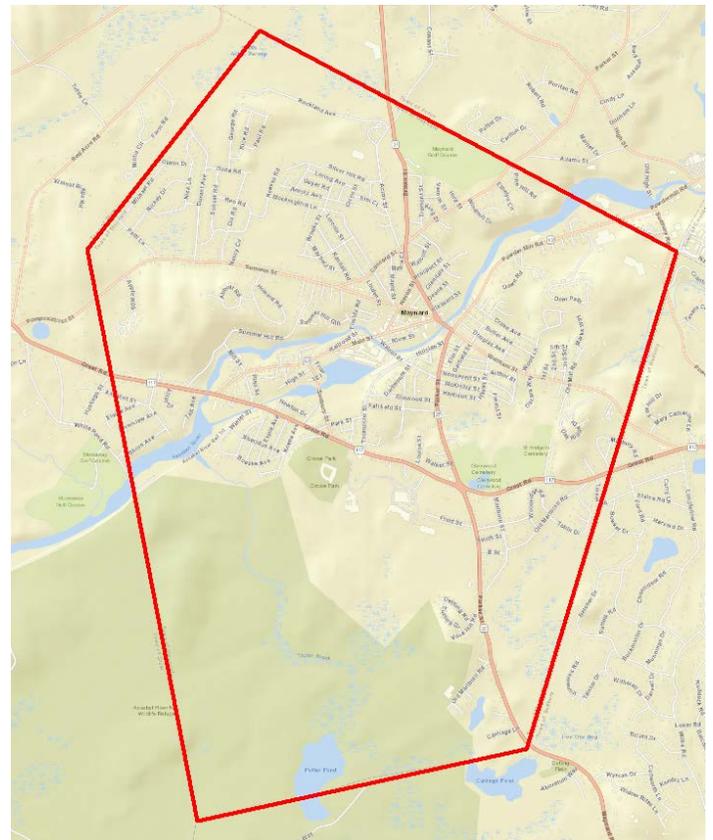
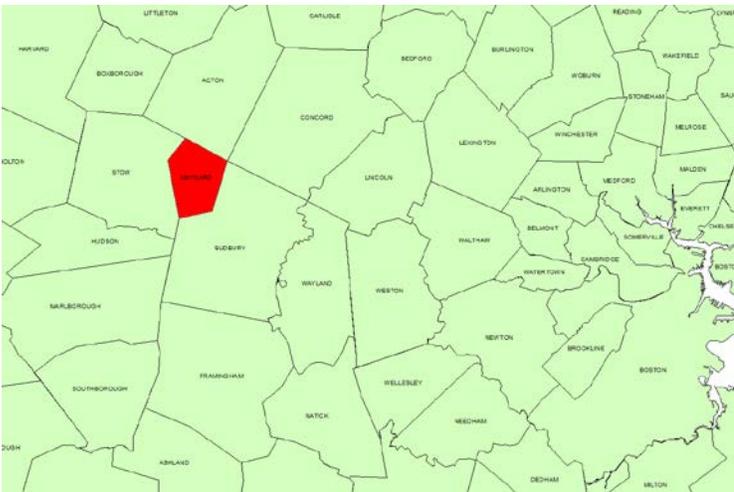


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Town Office Locations

For Directions: Contact the Office of Municipal Services at 978-897-1302





What is a Business Certificate?

A business certificate is the public record of the name and address of the owner(s) of a business, and is commonly referred to by the name “D.B.A.” (“doing business as”) or “Sole Proprietorship”. Its purpose is primarily for consumer protection and public information.

Who must file a Business Certificate?

Massachusetts General Laws Chapter 110, §5 states that any person conducting business in the Commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, shall file (a certificate) in the office of the clerk of every city or town where an office of any such person or partnership may be situated.

A business certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title which includes the true surname of any partner. Certain other associations and partnerships may also be exempt. Businesses who file with the Secretary of State’s Office do not need to file in the town.

How do I file or renew a Business Certificate?

The application form is available at the Town Clerk’s Office and online on the Town Clerk’s webpage. There is a \$40 fee for filing, and the certificate must be renewed every 4 years.

What do I do if I discontinue or withdraw from the Certified Business, or move to another location?

If you are no longer in business or you move out of Maynard, you should file a “Withdrawal from Business” form with the Town Clerk. This should be done as soon as possible to avoid paying unnecessary personal property taxes. The fee for withdrawing from a business is \$10.00.

Does the filing of a Business Certificate protect me from others using the same name?

No. The protection of a trademark (word, name, symbol or device) in Massachusetts is accomplished through the Secretary of State’s Office.

<http://www.sec.state.ma.us/cor/corpweb/cortmsm/tmsminf.htm>

Further information

For further information call the Town Clerk at 978-897-1300 or visit townofmaynard-ma.gov/town-clerk.



Board of Health Permits and Licenses

The Board of Health

The Board of Health assures compliance with health and safety codes to safeguard and improve the health and safety of those who live and work in Maynard.

When do I need a permit from the Board of Health?

Permits are required for:

- Businesses that involve the preparation, distribution, and/or sale of food.
- Businesses that involve the preparation, distribution, and/or sale of tobacco or marijuana.
- Breweries
- Body art/tattoo establishments
- Commercial/business dumpsters
- Lodging facilities
- Tanning facilities
- Public or semi-public swimming pools
- Recreational camps
- Funeral establishments
- Septage hauler
- Solid waste hauler
- Soil testing

This list is not all encompassing. If you are unsure if you need a permit from the Board of Health, contact the Office of Municipal Services.

Applying for a permit online

Certain permits are available through Maynard's online permit system on the Public Health Division Page of the Town website:

- Commercial or business dumpsters
- Food establishments
- Temporary food establishments
- Funeral director
- Public or semi-public pool operation
- Recreation camp for children
- Septage hauler
- Tanning equipment
- Tobacco applications

Other permits

Permit applications not available online can be obtained in the Office of Municipal Services by appointment.

Business Certificate

See Page 4 to determine if your business requires a Business Certificate.

Further information

For further information call the Office of Municipal Services at 978-897-1302 or visit <https://www.townofmaynard-ma.gov/municipal-services/>.



Before you commit to a location for your business, it is a good idea to ask a few questions:

Is the location suitable for your business?

Site specific zoning information can be obtained from the Building Commissioner.

Will I need Site Plan Review or a Special Permit?

The Building Commissioner will advise you if Site Plan and/or Special Permit Approval is necessary for your project. Most projects without exterior improvements do not require Site Plan Approval.

What permits will I need?

- The Building Commissioner will determine what building/signage/parking permits/special requirements are required for your project. Information on Building Permits is on Page 13.
- A Business Certificate may be required. See Page 4.
- Board of Health Permits may be required. See Page 5.

Schedule a plan review with the Fire Department

See Page 16.

Further information

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What permits/licenses/certificates will I need?

- The Building Commissioner will determine what building/signage/ parking permits/special requirements are required for your project. Information on Building Permits is found on Page 13.
- A Business Certificate may be required. See Page 4.
- Board of Health Permits are required for food establishments. See Page 5.
- The Board of Selectmen (BOS) issues Common Victuallers Licenses (if your restaurant has seating for diners on the premises), Liquor Licenses (if your restaurant plans to serve alcohol), and Outdoor Seating Permits (if your restaurant wants to have outdoor seating on a public property or sidewalk). See Page 15 for BOS Licenses.

Schedule a plan review with the Fire Department

See Page 16.

Further information

For further information call the Office of Municipal Services at 978-897-1302 or visit

<https://www.townofmaynard-ma.gov/municipal-services/>.



What is a Service Business?

The Building Commissioner will determine if your use is a “Service Business”; however, typically Service Businesses are establishments providing non-medical related services. These uses may also include accessory retail sales of products related to the services provided. Service Businesses **do not** include dry cleaning establishments in which cleaning of clothes takes place onsite, or body art establishments. Examples of Service Businesses include, but are not limited to:

- beauty and barber shops
- clothing rental
- dry cleaning pick-up stores
- laundromats
- massage therapy
- psychic readers
- repair shops
- tanning salons
- exercise studios
- recreational instruction

Is the location suitable for your business?

Site specific zoning information can be obtained from the Building Commissioner.

Will I need Site Plan Review or a Special Permit?

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Further information

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<https://www.townofmaynard-ma.gov/municipal-services/>.



Opening an Office or Medical Office Business

Before you commit to a location for your business, it is a good idea to ask a few questions:

Is the location suitable for your business?

Site specific zoning information can be obtained from the Building Commissioner.

Will I need Site Plan Review or a Special Permit?

The Building Commissioner will advise you if Site Plan and/or Special Permit Approval is necessary for your project. Most projects without exterior improvements do not require Site Plan Approval.

What permits will I need?

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See Page 16.

Further information

For further information call the Office of Municipal Services at 978-897-1302 or visit

<https://www.townofmaynard-ma.gov/municipal-services/>.



Who needs an Alcohol License?

Any business that sells, stores, distributes, serves or delivers alcohol must have an alcoholic beverage license.

Where and how do I get an Alcohol License?

Alcoholic beverage licenses must be approved by the Board of Selectmen (BOS) as well as the Massachusetts Alcoholic Beverages Control Commission (ABCC). The BOS, acting as the local licensing board issues the license, according to the following process:

1. Choose and complete the appropriate online application on the ABCC's website (<http://www.mass.gov/abcc/forms.htm>)
2. Submit the application to the BOS. The application will be posted as an agenda item for the BOS.
3. Appear before the BOS at the appropriate time, date, and location.
4. The BOS will review your application and determine whether to approve it at the local level.
5. Upon approval, the BOS Office will forward the application to the ABCC for its approval. Once approved by the ABCC, the BOS will issue you the license.

Note: There are a limited number of Alcohol Licenses that can be issued in Maynard – check with the BOS Office for availability.

Do I need a Special Permit?

The Planning Board may also require a Special Permit depending on the particular use you are requesting. See Page 14.

Business Certificate

See Page 4 to determine if your business requires a Business Certificate.

Further information

For further information call the BOS office at 978-897-1351 or visit <https://www.townofmaynard-ma.gov/gov/board-of-selectmen/>.



Who needs a Marijuana License?

Any business that sells, stores, distributes, cultivates, manufactures, serves or delivers marijuana and/or marijuana products.

Is the location suitable for your business?

Site specific zoning information can be obtained from the Building Commissioner.

Will I need Site Plan Review?

The Building Commissioner will advise you if Site Plan Approval is necessary for your project. Most projects without exterior improvements do not require Site Plan Approval.

Obtain a Business Certificate

See Page 4.

What permits will I need?

- The Building Commissioner will determine what building/signage/parking permits/special requirements are required for your project. Information on Building Permits is found on Page 13.
- Board of Health Permits are required. See Page 5.
- A Special Permit from the Planning Board approving the proposed location will be required. See Page 14.

Where and how do I get a License for Marijuana?

Obtaining a Marijuana License requires multiple steps. Approvals are required from the Massachusetts Cannabis Control Commission (MCCC), the Board of Selectmen (BOS), and the Planning Board. The licensing process is as follows:

1. Complete the appropriate online application on the MCCC's website (<https://mass-cannabis-control.com/licensing/>)
2. Through the BOS Office request to negotiate a "Host Community Agreement". The request will be scheduled as an agenda item for a BOS meeting.
3. Upon agreement, the BOS Office will forward the Host Agreement to the MCCC for its approval.
4. A Special Permit from the Planning Board approving the proposed location is required for all Marijuana Uses. Once the BOS has executed the Host Community Agreement, a hearing may be scheduled through the Office of Municipal Services to request a Special Permit hearing. See Page 15 for the Special Permit Process.

Schedule a plan review with the Fire Department

See Page 16.

Further information

For further information call the BOS office at 978-897-1351 or visit <https://www.townofmaynard-ma.gov/gov/board-of-selectmen/>.



What type of business can I operate from my home?

There are several types of Home Occupations/Businesses. Some are “as-of-right” (this means no special permission is required) and some require a Special Permit, which requires a public hearing.

Home Occupations/Businesses must not change the residential character of the premises and be incidental to its primary use as a residence. When business activity expands to a level that no longer conforms to the home occupation criteria or Special Permit, the homeowner will be required to find a commercial site. A Home Occupation can **only** be conducted by the resident occupant.

What is a Customary Home Occupation?

A “customary” home occupation (work of any lawful profession) is permitted in a dwelling located in any residential district and is allowed as-of-right. The Office of Municipal Services will help you determine if your business fits in this category. A good rule of thumb is that you will **not** be considered a customary home occupation if:

- Customers or clients come to the premise.
- There are employees (other than residents of the dwelling).
- Your business may cause disturbances to the surrounding neighborhood (noise, odors, traffic etc.).

What if I am not considered a Customary Home Occupation?

There are certain occupations/businesses that may be authorized by Special Permit:

- Hairdressing (use of a room in a dwelling for hairdressing).
- Certain Sales (the sale of gift novelties and antiques).
- Real Estate Office (the business cannot be associated with any other real estate office).
- Trade Shop (a resident of the premises may use the building in connection with their trade).

See Page 14 for information on Special Permits.

Day Care

- A Home Family Day Care as allowed by the Zoning By-laws. Family Child Care programs are licensed by the MA Department of Early Education and Care 617-988-6600.
- Adult Day Care as allowed by the Zoning By-laws. Adult Day Care is licensed by the MA Department of Public Health, Division of Health Care Facility Licensure and Certification 617-753-8000.

Business Certificate

See Page 4 to determine if your business requires a Business Certificate.

Contact the Fire Department

See Page 16.

Further information

For further information call the Office of Municipal Services at 978-897-1302 or visit

<https://www.townofmaynard-ma.gov/municipal-services/>.



What is a Building Permit?

A Building Permit is an official approval issued by the Town to allow you or your contractor to proceed with construction or remodeling on your property. In general, Building Permits assure compliance with relevant building codes and are intended to ensure public health, safety and welfare.

When do I need a Building Permit?

Building Permits are required to construct, reconstruct, alter, repair, remove, and/or demolish a structure. Work that increases the intensity of use or the lot coverage on a property also requires a Building Permit. If you are unsure of the need for a permit, contact the Office of Municipal Services.

What if I want to demolish a building that is considered “Preferably Preserved” by the Historical Commission?

Maynard’s demolition delay bylaw puts a 12-month waiting period on a building owner’s request to demolish a building if the building is considered Preferably Preserved by the Historical Commission. The building owner instead would be encouraged to find a way to preserve, rehabilitate, or restore the building.

What Building Permits do I need?

To determine what permits are necessary, schedule an appointment with the Building Commissioner through the Office of Municipal Services.

Applying for a permit online

Building, electric, plumbing, and gas permits are available through Maynard’s online permit system on the Building and Inspections Division page of the Town website.

Contact the Fire Department

See Page 16.

Further information

For further information call the Office of Municipal Services at 978-897-1302 or visit <https://www.townofmaynard-ma.gov/municipal-services/>.



What is a Special Permit?

A Special Permit is required where/when it is deemed desirable by the Town to ensure a site specific review for a particular use or activity. Uses requiring a Special Permit can be found in the Zoning By-laws.

Who Grants a Special Permit?

Maynard's Special Permit Granting Authorities (SPGAs) are the Planning Board, the Zoning Board of Appeals and in some cases, the Board of Selectmen.

How do I apply for a Special Permit?

The Office of Municipal Services can help you determine if a Special Permit is required for your use/activity. Town staff is happy to assist you in reviewing what is required for a complete application and guide you through the Special Permit process.

Is a Special Permit always granted?

No. The SPGA will evaluate each request against the criteria for Special Permit issuance as found in the Zoning By-laws. Although, the staff can usually tell you ahead of time if a Special Permit is likely to be granted, nothing should be taken for granted. When signing a lease or other contract, it is a good idea to include a contingency in case a Special Permit is not granted. A Special Permit often contains "conditions of approval" to ensure any potential negative effects of the use are mitigated.

Further information

For further information call the Office of Municipal Services at 978-897-1302 or visit <https://www.townofmaynard-ma.gov/municipal-services/>.



What licenses and permits does the Board of Selectmen (BOS) issue?

- Alcoholic beverages licenses
- Commercial space with bowling, billiards, or pool
- License to deal in second hand articles
- Licensing Body Art establishment
- License to buy, sell, exchange, or assemble second hand motor vehicles
- Victualler (alcohol) license
- Entertainment and/or automatic amusement application
- Rooming house/innkeeper license application
- Application for taxicab/livery service
- Licenses for marijuana retailers, dispensaries, cultivators, testing facilities, and product manufacturers

BOS Licenses are usually required in addition to other permits. Contact the Office of Municipal Services at 978-897-1302 to determine if additional permitting is required.

Further information

Each of these licenses has specific requirements and requires the applicant to appear at a BOS public meeting. For further information call the BOS Office at 978-897-1351 or visit <https://www.townofmaynard-ma.gov/gov/board-of-selectmen/>.



Do I need to meet with the Fire Department about my new business?

This depends on the business and the specific circumstances. Factors such as occupancy numbers, potential fire hazards, or chemical storage may require approval of the Fire Department. Any inventory containing hazardous materials must be identified, listed and reported to the Fire Department annually.

The Fire Department should be contacted early in the permitting process to evaluate your proposed business and plan.

For more information

Call the Fire Department business line at 978-897-1014, visit the Fire Station at 1 Summer Street, or visit <https://maynardfd.com>.



Maynard Business Alliance

The Maynard Business Alliance is a non-profit organization dedicated to promoting Maynard as a destination for shopping, dining, business services, and events.

For more information, visit their website at maynardbusinessalliance.org or send an email to maynardbusinessalliance@gmail.com.

Maynard Economic Development Committee

The Economic Development Committee (EDC) provides input and advice on the Town's economic development opportunities such as ways to support existing businesses, creation of new employment opportunities and the attraction of new investment.

For more information, visit the EDC page on the Maynard Town website. <https://www.townofmaynard-ma.gov/qov/committees/edc/>

Maynard Cultural Council

The Maynard Cultural Council serves as the Board of Directors for Maynard's Cultural District. The Cultural District, which encompasses downtown as well as some of the periphery, is often the site of community events, activities and provides providing a cultural hub that is often a destination. It may be helpful to reach out to the Cultural Council and determine how the Cultural District may be able to benefit your business.

For more information, send an email to culturaldistrict@townofmaynard.net.

Assabet Valley Chamber of Commerce

The Assabet Valley Chamber of Commerce is a nonprofit organization representing almost 500 businesses from 25 communities, including Maynard. Their mission is to serve as the primary advocate for the local business community while promoting and educating its members.

For more information, visit their website at assabetvalleychamber.org or send an email to info@assabetvalleychamber.org.

Middlesex West Chamber of Commerce

The Middlesex West Chamber of Commerce is a nonprofit organization representing eight towns in western Middlesex County. Their mission is to strengthen communities by voicing support for and advocating the promotion of business.

For more information, visit their website at mwcoc.com or send an email to info@mwcoc.com.



Demographics

10,704

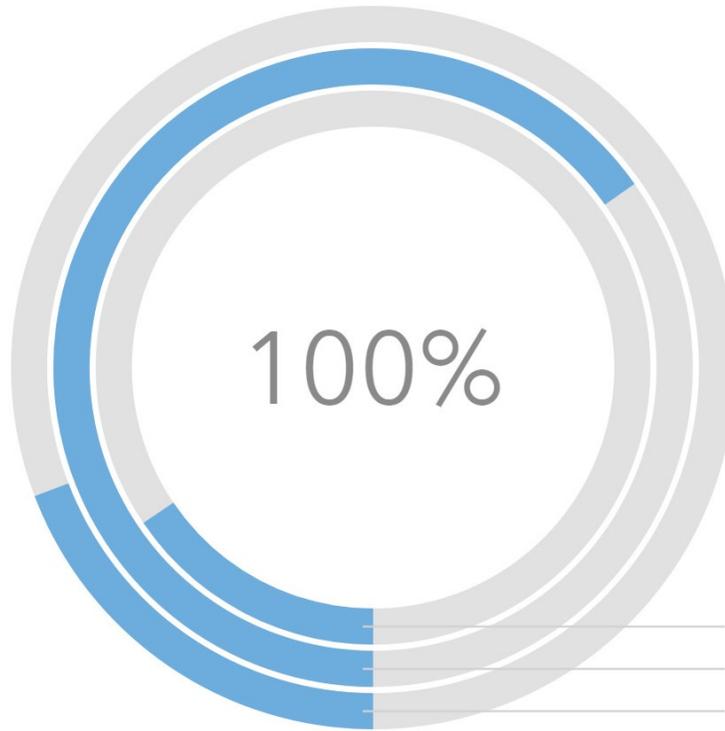
Population

42.7

Median Age

\$80,853

Median Household Income



Average Household Size

4%

No High School Diploma



25%

High School Graduate



20%

Some College



51%

Bachelor's/Grad/Prof Degree



3,812

Total Employees



458

Total Businesses

Data Sources: U.S. Census Bureau Decennial Census 1970 through 2010; U.S. Census Bureau ACS 5-Year Estimates 2011-2015; Massachusetts Office of Geographic Information (MassGIS); ESRI Business Analyst 2016 Demographics; ESRI Community Analysis 2017 & 2022 Projections; Maynard's 2019 Annual Census



EXIT

I heart maynard



