

Distributed by
Stoneham Chamber of Commerce

Introduction / Purpose

The Town of Stoneham in cooperation with the Stoneham Chamber of Commerce is pleased to offer this Guide as a basis for understanding what is required of a new business opening or relocating in Stoneham. This is a basic overview; there may be other permits, licenses and approvals that have not been included in this Guide.

The basic rule of thumb is that all construction, renovation or development projects require an interaction with the Town of Stoneham and most will require permit(s). The greater the scale of the proposed project the more involvement the Town will have and in most cases require the greater number of permits. The most effective way to avoid surprises and problems is for the applicant, whether business owner, developer, builder and/or property owner (including homeowners) or tenant, to be familiar with the process and the requirements of the Town of Stoneham. A separate Development Guide is available upon request from the Office of Community Development (OCD).

A variety of permits, licenses and or registrations may be required. This Guide is intended to answer the questions a prospective new or expanding business may have. If there is doubt a representative of the Office of Community Development or the Stoneham Chamber of Commerce should be contacted.

In addition to what is required there are a number of programs that have been developed to assist businesses grow and prosper. Among them are the Stoneham *Invests* Business Loan Program, the Stoneham *Invests* Entrepreneurial Training Program, and the Stoneham *Invests* Technical Assistance Program. The Office of Community Development administers all of the Stoneham *Invests* programs.

In addition the Chamber and its members offer many programs that will benefit anyone looking to start or expand a business in Stoneham. The Small Business Administration (SBA) and the Small Business Development Center (SBDC) work closely with the Town and the Chamber to offer programs intended to assist local businesses.

Concept review

Stoneham welcomes the expansion or spin off of existing businesses and the start-up of new businesses. In order to develop a strategy that is a good fit with the goals of the community, the prospective business owner should meet with the Office of Community Development to discuss the ideas and determine if there are any issues that may delay or stop any business from moving forward. Such a meeting will also determine the appropriateness of the business as it relates to the zone where it is proposed to be located.

To that end a very basic program has been established to assist business owners as they prepare their plans.

- **Zoning review:** The first step in the process is to determine the appropriateness and legality of the business type in the proposed location. The Town of Stoneham Town Code defines allowed uses within the zoning section. Prior to any action regarding the establishment or relocation of a business, a review and approval by the Town Zoning Enforcement Officer is required. The applicant should submit a Zoning Determination request and in turn receive a Zoning Review from the Zoning Enforcement Officer. If further site plan action is required the process should be completed before moving forward with the business planning process.
- **Pre-permit interview:** Prior to a formal application for permits, the potential applicant will meet with a representative of the Office of Community Development (OCD) in order to discuss the proposed business, its goals, the site(s) selected, concept, and financing needs.
- **Business Concept Plan:** Once the initial interview is completed, the applicant, if it is agreed he/she should proceed, will complete a **Stoneham Business Concept Plan**. Said plan will act as a tool for review and discussion by OCD in setting a custom assistance program.
- **Assistance program:** Upon receipt of the Stoneham Business Concept Plan, a program will be developed for each individual business that will outline the available resources and respective contacts. In addition the Plan will serve to guide each business owner through the Town registration and permit application process.

Business Checklist

Zoning Review

Filed with the Inspectional Services / No fee required

Town Hall

Office Hours M-Th 8AM to 4PM (to 7PM on Tuesday)

8AM to Noon on Friday

Phone – 781-279-2670 Email – eargiro@ci.stoneham.ma.us

Applicant submits request for a zoning determination statement from the Building Inspector/Zoning Enforcement Officer. Once a statement of compliance is received the applicant may move forward.

Business Certificate

Filed with the Town Clerk / \$40 Fee required

Town Hall

Office Hours M-Th 8AM to 4PM (to 7PM on Tuesday), 8AM to Noon on Friday

Phone – 781-279-2650 Email - jhanright@ci.stoneham.ma.us

Any person, partnership or corporation conducting business in Stoneham under a name other than their own or corporate name must register with the Town Clerk. All fictitious name certificates for businesses (commonly known as 'doing business as' or 'DBA' certificates) are filed with the Town Clerk. The DBA files allow consumers to identify and locate the proprietor of a business that goes by a name other than that of the proprietor. The filing of a DBA certificate also serves as notice that the filer claims the exclusive use of the name contained in the certificate. Once filed, a certificate is valid for four years.

All principals must complete the registration form, provide a federal id number or social security number, have identification with him/her and if one or more cannot be present, his/her signature must be notarized. If it is a complete change of ownership, a new business certificate must be filed. If it is a partial change of ownership, one of the parties remains the same; the former owner must file a withdrawal form.

Fire/ Rescue Documents

Filed with the Fire /Rescue Department / Fee required

Fire Prevention Office

25 Central Street

Hours: 8AM to 4PM M-F

Phone – 781-438- 0127 Email – jmclaughlin@ci.stoneham.ma.us


All commercial property renovations require a review and permits that are issued by the Stoneham Fire Department, including site plans and plans for fire alarm systems, sprinkler systems and a SupraSafe box.

 **Police Documents****Filed with the Police Department / Fee required**

47 Central Street

Phone – 781-438-1215

The Stoneham Police Department requires all businesses to register their alarm notification and emergency notification contact person(s) list.

 **Building Permit****Filed with Inspectional Services / Fee required**

Town Hall

Office Hours M-Th 8AM to 4PM (to 7PM on Tuesday)

8AM to Noon on Friday

Phone – 781-279-2670 Email - eargiro@ci.stoneham.ma.us

A Town of Stoneham “Building Permit” is required prior to any construction and is obtained from the Building Department Division. Permits will not be issued if the plans and application fail to comply with the State Building Code. As the Zoning Enforcement Officer, the Building Inspector will also verify that the application meets the requirements of the Stoneham Zoning Bylaw.

 **Sign Permit****Filed with Inspectional Services / Fee required**

Town Hall

Office Hours M-Th 8AM to 4PM (to 7PM on Tuesday)

8AM to Noon on Friday

Phone – 781-279-2670 Email - eargiro@ci.stoneham.ma.us

The Town of Stoneham Zoning Bylaw regulates the size, location, design and number of signs that are to be allowed as part of a project. The Building Inspector serves as the Town’s Sign Officer and enforces the bylaw. Permits can only be issued after a proper application is filed and is found to have met the requirements of the Stoneham Zoning Bylaw and State Building Code.

 **Health Permits****Filed with the Board of Health / Fee required**

136 Elm Street

Office Hours M-F 8AM to 4PM

Phone – 781-438- 2621 Email –rbracey@ci.stoneham.ma.us

The Town of Stoneham Board of Health has the enforcement and regulatory power to issue a number of permits that relate to state and local environmental and health codes. The permits and licenses includes, but is not limited to, those issued for septic systems, dumpster placement, burials, swimming pools, food services, restaurants and caterers, well construction, and the transport and or storage of hazardous materials. The Stoneham Health Agent can assist in determining whether a project will require Board of Health permits or approvals, explain the procedures for obtaining the permits and arrange an appointment with the Board of Health (if necessary).

 **Licenses****Filed with the Office of the Board of Selectmen / Fee required**

Town Hall

Office Hours M-Th 8AM to 4PM (to 7PM on Tuesday)

8AM to Noon on Friday

Phone – 781-279-2680 Email – mdoherty@ci.stoneham.ma.us

The Stoneham Board of Selectmen acts as the Town’s Licensing Commission for the issuance of licenses to businesses that serve the public. Such licenses include but are not limited to common victualer, club licenses (for establishments that serve alcoholic beverages), one-day permits for special events where alcohol is to be sold, licenses for automatic amusement devices, peddler and transit vendor licenses, auctioneer licenses, carnival licenses, and licenses to buy, sell, exchange or assemble second hand motor vehicles, among others.

Resources

Small Business Administration (SBA) Resource Guide for Small Businesses

Available from the Stoneham Chamber of Commerce
Phone – 781-438-0001
Fax – 781-438-0007
Email – Sharon@stonehamchamber.org

Small Business Development Center (SBDC) Seminars, counseling, and training for small businesses

Program list and counseling available from the
Stoneham Chamber of Commerce
Phone – 781-438-0001
Fax – 781-438-0007
Email – Sharon@stonehamchamber.org
www.stonehamchamber.org

Stoneham Public Library

Business books, research materials, periodicals, and materials
Stoneham Public Library is located on Main Street
Phone – 781-438-1324
www.noblenet.org/stoneham

MA Department of Employment and Training Self-employment information

Available from the Stoneham Chamber of Commerce
Phone – 781-438-0001
Fax – 781-438-0007
Email – Sharon@stonehamchamber.org

Secretary of State Business registration and information

1 800 392 6090
www.state.ma.us/sec

Notes

Town of Stoneham Massachusetts

