



# Barnstable Business & Permitting Guide





# GETTING STARTED

The Town of Barnstable has created a Business & Permitting Guide for small businesses to help navigate the municipal process – including permitting, licensing and zoning – in an easy-to-read format.

The target audience for this Business & Permitting Guide is businesses looking to locate within the Town of Barnstable, which includes the regional commercial hub of Hyannis, as well as all the business districts within the seven villages of Barnstable – Barnstable Village, Centerville, Cotuit, Hyannis, Marstons Mills, Osterville and West Barnstable. Unlike major chains, malls and lifestyle centers, most small businesses are typically created and run by an individual and have 1 to 3 employees on average. Often, small businesses do not retain legal counsel, but instead have to navigate the sometimes confusing process of permitting and licensing on their own.

This is a user-friendly guide that enables small business applicants to better understand the existing process in Barnstable and to therefore save time and money by following a defined process with expected results.

As you move forward, always remember that Town staff is available and ready to assist.

## INTRODUCTION

This Guide is part of an overall effort to continue to attract new businesses to Barnstable while also seeking to diversify the existing business mix.

Licenses and permits are required in Barnstable because the Town must complete technical and regulatory reviews to ensure the health and safety of its citizens. As a small business, you will receive assistance and guidance as you go through the permitting process, which will help ensure that the outcomes are clear and finalized as quickly as possible so you may open your business. Your success becomes the Town's success.

## PLACES TO START

As you prepare to open your business, there are three Town Departments you should visit at our **200 Main Street** offices in Hyannis:

**Planning & Development** - Zoning, Regulatory Review, Historic Commissions, and Economic Development (367 Main St)

**Regulatory Services** - Consumer Affairs/Licensing, Health, Conservation

**Building** - Building and Sign Permits, Site Plan Review

# KEY CONTACTS

## TOWN MANAGER'S OFFICE

Mark Ells, Town Manager  
M. Andrew Clyburn, Assistant Town Manager  
367 Main Street  
Hyannis, MA 02601  
508.862.4610

## REGULATORY SERVICES

Richard Scali, Director  
200 Main Street  
Hyannis, MA 02601  
508.862.4778  
[Richard.scali@town.barnstable.ma.us](mailto:Richard.scali@town.barnstable.ma.us)

## PLANNING & DEVELOPMENT

Elizabeth Jenkins, Director  
367 Main Street & 200 Main Street  
Hyannis, MA 02601  
508.862.4735  
[Elizabeth.jenkins@town.barnstable.ma.us](mailto:Elizabeth.jenkins@town.barnstable.ma.us)

## BUILDING DEPARTMENT

Brian Florence, Building Commissioner  
200 Main Street  
Hyannis, MA 02601  
508.862.4038  
[Brian.florence@town.barnstable.ma.us](mailto:Brian.florence@town.barnstable.ma.us)

## CONSUMER AFFAIRS

Elizabeth Hartsgrove, Supervisor  
200 Main Street  
Hyannis, MA 02601  
508.862.4670  
[Elizabeth.hartsgrove@town.barnstable.ma.us](mailto:Elizabeth.hartsgrove@town.barnstable.ma.us)

## HEALTH

Thomas McKean, Health Director  
200 Main Street  
Hyannis, MA 02601  
508.862.4640  
[Thomas.mckean@town.barnstable.ma.us](mailto:Thomas.mckean@town.barnstable.ma.us)

## CONSERVATION

Darcy Karle, Conservation Administrator  
200 Main Street  
Hyannis, MA 02601  
508.862.4041  
[Darcy.karle@town.barnstable.ma.us](mailto:Darcy.karle@town.barnstable.ma.us)

## ECONOMIC DEVELOPMENT

Mike Trovato, Economic Development Specialist  
367 Main Street  
Hyannis, MA 02601  
508.862.4791  
[Michael.trovato@town.barnstable.ma.us](mailto:Michael.trovato@town.barnstable.ma.us)

## TOWN CLERK

Ann Quirk, Town Clerk  
367 Main Street  
Hyannis, MA 02601  
508.862.4044  
[Ann.quirk@town.barnstable.ma.us](mailto:Ann.quirk@town.barnstable.ma.us)

## FIRE DEPARTMENTS

Hyannis: 508.775.1300  
Barnstable Village: 508.362.6498  
Cent/Ost/Marstons Mills: 508.790.2375  
Cotuit: 508.428.2210  
West Barnstable: 508.362.3241

# OFFICE HOURS

## Town Hall & 200 Main Street Buildings

Monday - Friday: 8:30 a.m. – 4:30 p.m.

## Building Inspectors' In-Office Hours

Monday - Friday: 8:30 a.m. – 10 a.m. and 3:30 p.m. – 4:30 p.m.

## Fire Inspection Hours

By appointment

# OPENING A RETAIL STORE

## GETTING STARTED

You will need a **Business Certificate** from the **Town Clerk's office**

You will need a **Sign Permit** from the **Building Department**

If construction is involved please see Building Permit section

### PERMITS AND LICENSES

**Is your store located in a business district zoned for Retail?**

You should visit the **Building Department** to make sure your business will be permitted in the zoning district you wish to be in and to determine whether **Site Plan Review** is required.

**Is your store moving into an existing retail space that already has the required amount of parking?**

You may not need to submit a **Site Plan Review**, but check with the **Building Department**.

**Are you going to put up a new exterior sign or awning?**

You need a **Sign Permit** from the **Building Department**.

**Are you remodeling the inside of the retail space or the building exterior?**

You need a **Building Permit** from the **Building Department**.

**Are you in a Historic District?**

You will need design approval from the applicable **Historic Commission**<sup>1</sup> for signs, awnings or any exterior changes to the building.

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<sup>1</sup> \*There are 2 Historic Districts in the Town of Barnstable:

- Hyannis Main Street Historic District (HHDC)-*Downtown Hyannis*
- Old King's Highway Historic District (OKH)-*North of Route 6*

# OPENING A NEW FOOD ESTABLISHMENT

## GETTING STARTED

You *will* need a **Business Certificate** from the **Town Clerk's Office**

You *will* need a **Sign Permit** from the **Building Department**

You *will* need a **Food Establishment Permit** from the **Board of Health**

You *may* need a **Common Victualler License** from the **Barnstable Licensing Authority**

You *may* need an **Alcoholic Beverage License** from the **Barnstable Licensing Authority**

You *may* need an **Entertainment License** from the **Barnstable Licensing Authority**

You *may* need a **Sidewalk Dining License** from the **Town Manager's Office**

If construction is involved please see Building Permit section

## PERMITS AND LICENSES

### Is your business location zoned for food establishments?

You should visit the **Building Department** to make sure your business will be permitted in the zoning district you wish to be in and to determine whether **Site Plan Review** is required.

### What is a Food Establishment Permit?

A **Food Establishment Permit** provides an opportunity to determine compliance with health codes and allows one to operate a business such as one to prepare, distribute and sell food.

### Who needs a Food Establishment Permit?

Any business handling and selling food such as a catering business, restaurant, diner, or food distributor must obtain a **Food Establishment Permit**. Any business selling goods for consumption must obtain a **Food Establishment Permit**.

### Where do I get a Food Establishment Permit?

The **Health Division** is located at 200 Main Street Offices in Hyannis.  
The **Board of Health** issues the permits for food establishments.

## How do I get a Food Establishment Permit?

A **Food Establishment Permit** may be obtained through the following steps:

1. **Application:** The application form is called an *Application for Permit to Operate a Food Establishment*. It may be obtained from the Health Division.
2. **Review:** A Health Inspector will first review the submitted floor plans and application for a food establishment permit. Each health inspector is assigned a particular region of Town; one of our principal division assistants/permit technicians will assist you with the process. The Health Director and **Board of Health** will schedule the review of the application at a public hearing.
3. **Decision:** A decision on the application will be made within 30 days.
4. **Inspection:** The Health Division may periodically inspect the premises to check compliance.

## Do you need a Common Victualler License?

Every food service establishment in the Town of Barnstable with capabilities for cooking, preparing and serving food with seating is required to have a **Common Victualler License**, which is issued on an annual basis. A **Common Victualler License** is issued by the **Barnstable Licensing Authority** through the Consumer Affairs Division.

## How many bathrooms will you need?

The Plumbing Inspector in the **Building Department** determines the correct number of plumbing fixtures (i.e. toilets) as required by State code. Also check with the **Health Division** regarding any local ordinances that may apply.

## What are the parking requirements for your establishment?

The **Building Department** will help you determine the number of parking spaces required for your establishment. Parking requirements are waived for commercial business locations in most of downtown Hyannis, but check with the **Building Department** on site specific requirements. For restaurants outside of downtown, you need to get approval from **Site Plan Review** for a parking plan.

## Is your establishment going to have outdoor seating?

You need approval from the **Barnstable Licensing Authority** and the **Board of Health** for outdoor dining. For approval on locating dining tables on public sidewalks, you need approval from the **Town Manager's Office** and seating design approval the **Hyannis Main Street Historic Commission**.

**Is your establishment going to serve alcohol?**

You need an **Alcoholic Beverage License** approved by the **Barnstable Licensing Authority** and Massachusetts Alcoholic Beverages Control Commission (ABCC), through the Consumer Affairs Division

**Are you planning on providing Live / Non-Live Entertainment?**

You need to apply for an **Entertainment License** from the **Barnstable Licensing Authority**.

**Are you going to put up new exterior sign or awning?**

You need a **Sign Permit** from the **Building Department**.  
This may include going through a **Historic Commission** review.

**Are you remodeling the inside of the business?**

You need a **Building Permit** from the **Building Department**.

**Are you in a Historic District?**

You will need design approval from the applicable **Historic Commission** for signs, awnings or any exterior changes to the building.

# OPENING A NEW SERVICE or OFFICE BUSINESS

## GETTING STARTED

You *will* need a **Business Certificate** from the **Town Clerk's office**  
You *will* need a **Sign Permit** from the **Building Department**  
You *may* need a **Special License** from the **Barnstable Licensing Authority**  
If construction is involved please see Building Permit section

### PERMITS AND LICENSES

#### Is your business located in a business district zoned for that use?

You should visit the **Building Department** to make sure your business will be permitted in the zoning district you wish to be in and to determine whether **Site Plan Review** is required.

#### Is your business moving into an existing space that already has the required amount of parking?

You do not need to submit to a **Site Plan Review**.

#### Do you need a special license?

Depending on the nature of your business, you may need a **special license** from the **Barnstable Licensing Authority**. Some examples include, but not limited to: auto dealer, innkeeper, junk dealer, hair or nail salons, massage therapy, taxi/limos, and fortune tellers.

#### Are you going to put up new exterior sign or awning?

You need a **Sign Permit** from the **Building Department**.

#### Are you remodeling the inside of the space or the building exterior?

You need a **Building Permit** from the **Building Department**.

#### Are you in a Historic District?

You will need design approval from the applicable **Historic Commission** for signs, awnings or any exterior changes to the building.

# ALCOHOLIC BEVERAGE LICENSE

## **WHAT IS AN ALCOHOLIC BEVERAGE LICENSE?**

An alcoholic beverage license is required for establishments handling alcoholic beverages including retail pouring or package sales.

## **WHO NEEDS TO GET AN ALCOHOLIC BEVERAGE LICENSE?**

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

## **WHERE DO I GET AN ALCOHOLIC BEVERAGE LICENSE?**

The **Consumer Affairs Division** is located at 200 Main Street Offices in Hyannis. Alcoholic beverage licenses must be approved by the **Barnstable Licensing Authority** as well as the Massachusetts Alcoholic Beverages Control Commission (ABCC). The **Barnstable Licensing Authority** ultimately issues the license.

## **HOW DO I GET AN ALCOHOLIC BEVERAGE LICENSE?**

The application process and forms vary depending on the type of alcoholic beverage license sought. You are strongly encouraged to consult the **Consumer Affairs Division** office to determine which forms and process you need to complete. The application forms can be found on the Town's website at: <http://www.townofbarnstable.us/LicensingDivision/applications.asp>

## **FEES**

Fees are payable to the ABCC with the application. Once the license is approved, a license fee must be paid to the town.

To provide an example of what you may need to do, the process for getting a new retail alcoholic beverages license is outlined below.

- 1. Application:** You will need to complete the appropriate application available on the Town's website and then print and sign it. Submit the application to the Consumer Affairs Division. The application will be posted as an agenda item for the Licensing Authority. You will need to appear before the Licensing Authority at that time.
- 2. Local and State Review:** The **Barnstable Licensing Authority** will review your application and determine whether to approve it at the local level. If it does approve the application, the application will be forwarded to the ABCC for its approval. Once approved by the ABCC, the **Licensing Authority** will issue you the alcoholic beverages license.

*Note: There are a limited number of licenses that can be issued in the town – check for availability. If you stop operating a licensed business, you must give up your license and deliver it to the Licensing Authority. If you plan to temporarily suspend your business operations, you must provide notice to the Barnstable Licensing Authority at least 10 days in advance.*

# BUILDING PERMITS

## ***WHAT IS A BUILDING PERMIT?***

Building permits are issued to licensed contractors and property owners to allow construction work.

## ***WHO NEEDS TO GET A BUILDING PERMIT?***

Anyone engaged in construction, reconstruction, alteration, repair, removal or demolition of a building or structure.

## ***WHERE DO I GET A BUILDING PERMIT?***

The **Building Department** is located at 200 Main Street Offices in Hyannis. The **Building Commissioner** issues building permits. The Building Department will help direct applicants to other required approvals such as fire and health department approvals.

## ***HOW DO I GET A BUILDING PERMIT?***

- 1. Application:** You will need to submit a Building Permit application to the **Building Department**. Applications may be obtained either online or in person at the building department.
- 2. Steps:** After submittal of the Application and Plans, the Building Department will review the application for building code and zoning compliance. Once approved a Building Permit must be issued in order to begin construction. Periodic inspections must be scheduled as elements of the project are completed. A final inspection and review is necessary for a ***Certificate of Occupancy***.
- 3. Certificate of Occupancy:** For new homes, accessory structures and changes of use to existing structures, a certificate of occupancy will be issued by the **Building Department**, which is required to occupy the building.

## ***WHAT IS SITE PLAN REVIEW?***

**Site Plan Review** is a comprehensive review of proposed commercial projects that may have significant impacts on traffic, municipal and public services and utilities, environmental quality, community economics, and community values. The **Site Plan Review Committee** is chaired by the Building Commissioner and consists of all of the regulatory agencies in the Town of Barnstable. **Site Plan Review** provides a one stop review of all regulatory matters associated with a property and its proposed use.

## ***WHAT IS A SPECIAL PERMIT OR A VARIANCE?***

**Special permits** and **variances** are a form of relief which are essentially waivers of certain zoning requirements, typically dimensional standards. Typically, relief from zoning requirements are sought when a property owner or developer wants to construct, expand or change a building, but their property or building does not meet all the dimensional requirements in the Zoning Bylaw. The **Zoning Board of Appeals** reviews and approves petitions for variances.

# REGULATORY REVIEW

The **Planning & Development Department** provides professional planning support, technical assistance and clerical services to the **Planning Board**, **Zoning Board of Appeals**, **Barnstable Historic Commission**, **Old King's Highway Historic District Committee**, and **Hyannis Main Street Waterfront Historic District Commission and Appeals Committee**. The **Planning & Development Department** staff provides general advice and assistance on day-to-day zoning, planning and historic issues to Town residents, businesses, and other Town entities.

## PLANNING BOARD

The **Planning Board** is the permit granting authority for subdivisions and land divisions under the subdivision control law (MGL Chapter 41 Section 81).

## ZONING BOARD OF APPEALS

The **Zoning Board of Appeals** is entrusted with the granting of special permits for certain uses and evaluation of requests for variances to the Zoning Ordinance. The Board also decides appeals of administrative officials and is responsible for the issuing of comprehensive permits for affordable housing.

## BARNSTABLE HISTORIC COMMISSION

The **Barnstable Historical Commission** is established to assist the Town to preserve and protect historical buildings and settings throughout the Town and to continue to inform and educate the public about town history and its significance. The Commission reviews applications for demolitions and partial demolitions of properties more than 75 years old, located outside of the Town's two local historic districts, the **Old King's Highway Historic District** and the **Hyannis Main Street Waterfront Historic District**.

## HISTORIC DISTRICTS

The **Hyannis Main Street Waterfront Historic District (HHDC)** was created in 1996 as part of the ongoing efforts to address revitalization and historic preservation in downtown Hyannis. The **HHDC** promotes the preservation of the unique historic character of downtown Hyannis and Hyannis Inner Harbor.

The **Old King's Highway Regional Historic District** was established in 1973 and is designated as the area north of Route 6 (the Mid Cape Highway). The Town of Barnstable's **Old King's Highway Historic District Committee** reviews applications for any change in the exterior of buildings and structures, fences and signs, and applications for new construction or demolition.

# BUSINESS CERTIFICATES

## ***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 **Town Clerk’s office**. Under Chapter 110, §6 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. 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?***

Business certificates can be obtained at the **Town Clerk’s office**. If you are using your residence as your business address then you must first obtain a Home Occupancy Approval letter from the **Building Department**. This can be obtained provided that the owner filing for the business certificate is proven to be a resident at that address and meets the requirements for a home business. After obtaining the Home Occupancy Approval letter from the **Building Department**, you can then obtain a business certificate at the **Town Clerk’s office**. The fee for a business certificate is \$40.00 and is valid for 4 years.

## ***WHAT DO I DO IF I DISCONTINUE OR WITHDRAW FROM THE BUSINESS, OR MOVE TO ANOTHER LOCATION?***

If you are no longer in business or you move out of the town, you should file a withdrawal from business form obtained at the **Town Clerk’s office**. The fee for withdrawing from a business is \$20.00. This should be done as soon as possible as personal property taxes on your business cannot be adjusted until the **Assessor’s Office** receives your withdrawal form. It is effective from the date that you file this form not the date you ended your business. The requirement to file a business certificate is a State Law (MGL Chapter 110, §5). Failure to do so is punishable by a fine of up to \$300.00 per month of violation.

## ***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<sup>2</sup>

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<sup>2</sup> <http://www.sec.state.ma.us/cor/corpweb/cortmsm/tmsminf.htm>

# APPENDIX

## Permit Overview

### Health

- ❖ **New Restaurant Checklist**
- ❖ **Outdoor Dining Checklist**
- ❖ **Retail Food Checklist**
- ❖ **Pre-Operational Checklist**

### Maps

- ❖ **Growth Incentive Zone (G.I.Z.) Map-Downtown Hyannis**
  - ❖ **Barnstable Town Hall & 200 Main Street Offices Map**
-

# PERMIT OVERVIEW

## TOWN CLERK

- Business Certificate (\$40.00 for 4 years)
- 

## ZONING/BUILDING COMMISSIONER'S OFFICE

- Review of all businesses via Business Certificate
- 

## SITE PLAN

- All new construction or businesses making changes to the building or site
- Changes in use (as necessary)

### **TIMEFRAME: 3 weeks average**

The *Site Plan Review Committee* holds formal hearings twice a month. Applications should be received 14 days prior to the hearing.

Contact the Site Plan Review Coordinator for details specific to your project.

### **COST:**

Project Construction Cost:

under \$5,000:	\$100.00
\$5,000 – \$14,999:	\$200.00
\$15,000 - \$49,000:	\$250.00
\$50,000 – \$249,000:	\$350.00
\$250,000 or more:	\$500.00

**CONTACT:** Building Department, Site Plan Review Coordinator at 508.862.4679

[www.townofbarnstable.us/SitePlanReview/](http://www.townofbarnstable.us/SitePlanReview/)

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## LICENSING

- Review of all businesses via business certificate
- Issue licenses for regulated business (restaurants, alcohol sales, entertainment, auto dealerships, storage of hazardous waste, etc.)

### **TIMEFRAME: 30 days minimum**

**COST:** Varies (see below)

**CONTACT: Consumer Affairs Division** at 508.862.4674

[www.townofbarnstable.us/LicensingAuthority/](http://www.townofbarnstable.us/LicensingAuthority/)

- \$100.00 application fee
- State fees as applicable
- Restaurants (\$100.00)
- Alcohol sales (\$1,950.00 - \$3,900.00)
- Motels and inns (\$50.00 - \$125.00)
- Live and Non-Live entertainment/theatre (\$75.00 - \$275.00)
- Karaoke, Videogames, pool tables, bowling (\$75.00 - \$275.00)

- Automotive Uses & Parking (Varies)
- Hazardous Materials (\$100.00)
- **For Liquor Licenses:** applicant is responsible for noticing direct abutters and churches/schools/hospitals within 500 feet. Applicant must generate abutters list and survey the area for any churches/schools/hospitals that may not show up on the list. Notices must be sent return receipt requested. Applicants are must also notice building occupants, not just owners. Applicants must get abutters list certified by the **Town Clerk**. They are advised that certification could take 7-10 days. Advertisement in newspaper also required. They are told to mail notices within three days of publication in paper.  
Receipts submitted, along with an affidavit, prior to the hearing.

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## HEALTH

- Review of all businesses via business certificate
- Issue permits for regulated businesses (restaurants/food service establishments, lodging, hazardous materials, tobacco sales)
- Issue permits for on-site septic systems

**TIMEFRAME:** Varies, for applications requiring approval of Board of Health allow 2 months

**COST:** Varies, see below

**CONTACT: Health Division** at 508.862.4644

[www.townofbarnstable.us/healthdivision/](http://www.townofbarnstable.us/healthdivision/)

- Application fee/plan review fee: new establishment/new applicant: \$100.00 (<8,000 sq.ft.); \$200.00 (>8,000 sq.ft.)
- \$10.00 Late Fee (after March 1)
- Food establishment permits
  - Food Service (0-49 seats = \$200.00; 50 or more seats \$250.00)
  - Retail Food (Less than 8,000 sq.ft. = \$100.00, more than 8,000 sq.ft. = \$285.00, less than 1,000 sq.ft. and Incidental to Business = \$20.00)
  - Bed & Breakfast \$55.00
  - Continental Breakfast \$30.00
  - Residential Kitchen
  - Mobile Food
  - Tobacco Sales \$50.00
  - Frozen Dairy Dessert Machines \$30.00
  - Catering
  - Outside Dining
- Miscellaneous permits (body art, massage license, saunas, tanning)
- Mobile Food permits (\$35.00 ice cream truck/\$50.00 food canteen)
- Motel permits (\$50.00 filing fee; \$50.00 motel fee; miscellaneous fees for pools/hot tubs/saunas)
- Hazardous Materials permits (+111 gallons) (\$100.00)
- Swimming Pools (\$75.00)
- Tobacco Sales permit (\$50.00)
- Fishing Boat registration (\$60.00)
- Variances (\$95.00) – **Board of Health Hearing**

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## HISTORIC

- All businesses making changes to the exterior of their building or site, including signs, within a designated historic district – **Hyannis Historic District Commission (HHDC)** and **Old King’s Highway Historic District Commission (OKH)**. The following timeframes and costs are for actions that require filing with the Historic Commissions.

### ***Hyannis Historic District Commission (HHDC)***

#### **TIMEFRAME: 18 days minimum**

**HHDC** meets twice a month. Applications should be submitted 14 days prior to the hearing date. Applicants should be aware a decision of the Commission can be appealed within 20 days from the date on which it was made.

**COST:** \$75.00-\$100.00 (plus stamps)

**CONTACT: Planning & Development** at 508.862.4787 [www.townofbarnstable.us/HyannisMainStreet/](http://www.townofbarnstable.us/HyannisMainStreet/)

### ***Barnstable Committee of the Old King’s Highway Regional Historic District Commission (OKH)***

#### **TIMEFRAME: 28 days minimum**

**OKH** meets twice a month. Applications should be submitted 14 days prior to the hearing date. Once an application is approved there is a 10 day appeal period and 4 day “waiting period”

**COST:** \$30-\$100 (plus stamps, \$15.00 to Barnstable Patriot)

**CONTACT: Planning & Development** at 508.862.4787  
[www.townofbarnstable.us/OldKingsHighway/](http://www.townofbarnstable.us/OldKingsHighway/)

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## ZONING BOARD OF APPEALS / PLANNING BOARD

- Uses requiring Special Permits
- Development or redevelopment requiring Special Permits
- Other

### **Zoning Board of Appeals**

**TIMEFRAME:** Two months minimum

**COST: \$750.00-\$1,500.00+** (plus stamps, \$200.00 deposit to Barnstable Patriot)

**CONTACT: Planning & Development** at 508.862.4736  
[www.townofbarnstable.us/ZoningBoard/](http://www.townofbarnstable.us/ZoningBoard/)

### **Planning Board** (Special Permits in the Growth Incentive Zone)

**TIMEFRAME:** Two months minimum (for Special Permits)

**COST: \$750.00, plus \$100.00/10,000 sq.ft .** (plus stamps, \$200.00 deposit to Barnstable Patriot)

**CONTACT: Planning & Development** at 508.862.4682 [www.townofbarnstable.us/PlanningBoard/](http://www.townofbarnstable.us/PlanningBoard/)

Other flexible permitting options may be available within the Growth Incentive Zone. For more information, contact The **Planning & Development Department** at 508.862.4680

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## BUILDING

**TIMEFRAME:** The building code requires issuance or denial of a building permit application within 30 days of receipt of a completed application.

**COST:** Varies, see fee schedule

**CONTACT:** **Building Department** at 508.862.4038

[www.townofbarnstable.us/Building/](http://www.townofbarnstable.us/Building/)

- Building permits
- Electrical permits
- Plumbing permits
- Change of Use permits (no construction) \$25.00
- Sign Permits
  - Under 25 sq.ft. \$50.00
  - Over 25-50 sq.ft. \$75.00
  - Over 50-75 sq. ft. \$150.00
  - Over 75 sq.ft. \$200.00

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## CONSERVATION

- New construction or businesses making changes to the building or site within 100 feet of designated wetland resources

**CONTACT:** **Conservation Division** at 508.862.4093

[www.townofbarnstable.us/Conservation/](http://www.townofbarnstable.us/Conservation/)

### **Notice of Intent (NOI)**

**COST:** \$200.00-\$500.00 (commercial buildings \$425.00) (+legal ad)

**TIMEFRAME:** (requires public hearing)

Required to generate abutters list and send notices certified mail, return receipt requested. (Notice abutters within 100 feet.) **Conservation Division** publishes legal ad, applicant pays at time of hearing. Applicant responsible for transmitting application to Massachusetts Department of Environmental Protection (DEP) and paying DEP filing fee.

### **Requests for Determination** (minor projects) (requires hearing)

**COST:** \$175.00; \$225.00 vista pruning; \$400.00 wetland delineation (+ legal ad)

**TIMEFRAME:** (requires public hearing)

For Requests for Determination: Required to generate abutters list and send notices via certified mail, return receipt requested. (Notice directly abutting properties.) **Conservation Division** publishes legal ad, applicant pays at time of hearing. Applicant responsible for transmitted application to DEP.

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## POLICE DEPARTMENT

- Secondhand dealer or collector
- Firearms

**CONTACT:** Barnstable Police Department @ 508.775.0387 [www.BarnstablePolice.com](http://www.BarnstablePolice.com)