

GETTING STARTED

Depending on the nature of your business, its location, and the alterations you plan to make to the property, you will need to contact one or more of Salisbury's boards and/or departments. One of your first steps is to review your needs and goals and to obtain the necessary local approvals, permits and licenses for your business. Obviously, this process can be quite simple or can be more complex. The purpose of this guide is to make the process as simple and easy as possible.

One very good way to get started is to meet with the Town Planner or the building department. If you have questions request a pre-application meeting to assist with the process and the requirements of multi-departmental permitting. They can assist with estimated times for approval, and whether or not a town department, board or commission requires an approval or a permit. To request a meeting please contact the Planning Dept. at 978-463-2266 or Salisbury Building Department at 978-462-7839.

We hope this Guide will steer you in the right direction, answer most of the questions you might encounter and give you a starting point to build a business or a home in Salisbury. Our town officials stand ready to assist you in any way possible, whether it is just to answer a simple question, or help you address a problem. The guide contains contact information and website addresses. If you have a problem, check with someone in the appropriate town office.

BOARD OF SELECTMEN

The Board of Selectmen and Town employees are committed to providing quality service in an accommodating environment. The Board of Selectmen serves as the town's licensing authority in all matters, including but not limited to liquor licenses. Visit the office or www.salisburyma.gov for details.

BUSINESS CERTIFICATE

Most businesses will require a business certificate or Doing Business As (d/b/a) issued by the Town Clerk. This allows a business to open bank accounts and register with the relevant State agencies.

ZONING

Salisbury has several commercial and industrial zones with different uses allowed in each. To learn whether your proposed use and location conform to the Town's zoning regulations, contact the Building Department. The Building Inspector will determine whether you need site plan approval, a variance or a special permit. The Town of Salisbury does not allow use variances. **Zoning Bylaws and maps can be viewed online at salisburyma.gov**

BUILDING PERMITS

ANY construction requires a Building Permit issued by the Building Department which processes all building, plumbing, electric and gas permit applications and is responsible for all required inspections pertaining to these permits. All exterior signs and changes to a building must be reviewed by the Building Inspector. Chapter 214 of the Town's general bylaws addresses signs. See Code at salisburyma.gov

All applications and fees online: salisburyma.gov. Email questions to the Building Inspector at bldginsp@salisburyma.gov

CONSERVATION COMMISSION

The Conservation Commission is responsible for enforcing the Massachusetts Wetlands Protection Act pertaining to construction and land alteration in Salisbury. Much of the land in Salisbury sits on wetlands or the barrier beach. It is a good idea to check with the Conservation Commission before putting a shovel in the ground or excavating.

PLANNING BOARD

The Planning Board makes decisions on site plans, site plan waivers, subdivisions and some special permits. For further information and applications, visit the Planning Department at Town Hall or view its webpage. To ensure that you have the most recent document, check the Town's website at www.salisburyma.gov/boards/pbinfo.html

ZONING BOARD OF APPEALS

The Zoning Board of Appeals operates in accordance with MGL Chapter 40A and the Town's Zoning Bylaws. Applications are available online at salisburyma.gov. Zoning questions should be addressed to the Building Inspector who also acts as Zoning Enforcement Officer for the Town.

BOARD OF HEALTH

If you plan on opening a business in the Town of Salisbury, you should assume you will need to obtain a permit from the Board of Health. The Board of Health inspects and issues permits and licenses governing food, swimming pools, tanning, tobacco, campgrounds, motels, etc. Applications and forms for food service and housing can be found online at salisburyma.gov/health-department/pages/forms-and-applications

DEPARTMENT OF PUBLIC WORKS

Salisbury DPW issues permits for sewer & water connections and street openings.

SALISBURY FIRE DEPARTMENT

The Fire Department conducts inspections and answers questions about required alarm and fire suppression systems.

Visit www.salisburyma.gov to contact departments directly via email.

**License and Permit Requirements for Businesses
Town of Salisbury, Massachusetts**

WHO	WHAT	WHERE
Any person conducting business in the Town under a name other than their own	Business Certificate: "Doing Business As" or "DBA"	Town Clerk's Office
Arcade	License	Selectmen
Auto Dealers	License	Selectmen
Body Art	Permit	Board of Health
Common Victualler	License	Selectmen
Entertainment, Live	License	Selectmen
Food Establishments	Permit	Board of Health
Food-Temporary/Mobile	Permit	Board of Health
Hawkers/Peddlers	License	Police Department
Hotel/Motel/Innkeepers	License	Board of Health
Liquor Sales	License	Selectmen
Certificate of Habitability		Board of Health
Recreational Campgrounds	Permit	Board of Health
Sewer Access	Permit	DPW
Swimming Pools (public)	Permit	Board of Health
Tanning	Permit	Board of Health
Tobacco Sales	Permit	Board of Health
Demolition of House	Permit	Building Inspector
Flammable Storage	Permit	Selectmen/Fire Department
Trench Permit	Permit	DPW
Water Access	Permit	DPW
Wetlands	Permit	Conservation Commission

Notes:

1. All businesses must adhere to permitted uses of the Zoning Bylaws. Call or visit the Building Department (978-462-7839) with questions. Zoning Bylaws and maps are online at www.salisburyma.gov. Contact the respective departments for fee schedules.
2. Most retail uses do not require additional licenses or permits unless offering food, tobacco, liquor, etc.
3. Exterior signs and building changes must be reviewed by the Building Inspector

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

Town of Salisbury
5 Beach Road
Salisbury MA 01952
www.salisburyma.gov
978-462-8232



Guide For Businesses

Contacts

Accountant	978-465-8086
Assessors	978-465-8242
Board of Health	978-462-3430
Building Department	978-462-7839
Conservation Commission	978-463-2263
Council on Aging	978-462-2412
Dept. of Public Works	978-465-1430
Emergency Management	978-518-5071
Fire Dept.non-emergency	978-465-3631
Planning Department	978-463-2266
Police Dept.non-emergency	978-465-3121
Selectmen	978-462-8232
Sewer Plant	978-465-4058
Tax Collector/Treasurer	978-465-0331
Town Clerk	978-462-1145
Town Manager	978-465-2310
Water	800-553-5191
Zoning Board of Appeals	978-462-7839

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