

## Resources

Abutters List/Property Ownership	Assessors Office
DBA Certificate/Copies of Town Bylaws	Town Clerk
Copies of Zoning Bylaws and Zoning Maps	Town Clerk
Massachusetts General Laws	State Book Store or MGL Website
Subdivision Rules & Regulations	Town Planner
Parcel Maps	Assessors Office
Zoning Bylaws	Building Department or Town Planner
Zoning Maps	Building Department or Town Planner
Floodplain Maps	Building Department or Town Planner
Aquifer Protection District Map	Building Department
Official Zoning Determinations	Building Department
Open Burn	Fire Department
Title V	Board of Health
Tobacco	Board of Health
Tanning Salons	Board of Health
Camps (Day or Overnight)	Board of Health
Body Art	Board of Health
Plot Plans	Plymouth County Registry of Deeds

Floodplain maps are also available online at:

[http://mapsonline.net/peopleforms/mo4/index.php?site\\_id=1474](http://mapsonline.net/peopleforms/mo4/index.php?site_id=1474)

For more information about the Town of Marshfield please visit our website at:

<http://www.townofmarshfield.org>

## Town of Marshfield Permit Guide 2016



### GREETINGS !

On behalf of the Marshfield Board of Selectmen, we are very pleased to share this Marshfield Permit Guide. Marshfield is one of the South Shore's premier communities rich in culture, history and business. We welcome all new and potential business to our family oriented community. We have a great new High School, outstanding municipal services and several historic "villages" that create a warm ambience throughout the community. We hope this Permit Guide is at least a step in the right direction and will provide some guidance to get you started.

Marshfield Board of Selectmen

Stephen G. Robbins, Chairman  
Michael G. Bradley, Vice Chairman  
James Fitzgerald, Clerk

Rocco Longo, Town Administrator

Phone: 781-834-5563

Email: [marshfield\\_selectmen@townofmarshfield.org](mailto:marshfield_selectmen@townofmarshfield.org)

## Business Certificate

### 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. Lenders will typically request a copy of your business certificate. A bank will use your Business Certificate to assign your business a Taxpayer Identification Number (TIN) for use in applying for a Bank Account.

### WHO NEEDS TO GET A BUSINESS CERTIFICATE?

Massachusetts General Laws Chapter 110, Sec. 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 where an office of any such person or partnership may be situated. Under Chapter 110 Sec. 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. Certain other associations and partnerships may also be exempt (refer to the above citation for details.)

**Where to Start?** Building Department or it’s website for a application form and filed with the Building Department.

Gerald P. O’Neill, C.B.O., Building Commissioner/  
Zoning Enforcement Officer  
870 Moraine Street, Marshfield, MA  
Phone: 781-834-5555  
Email: [joneill@townofmarshfield.org](mailto:joneill@townofmarshfield.org)

Patricia A. Picco, Town Clerk  
870 Moraine Street, Marshfield, MA  
Phone: 781-834-5540

Fire Department  
William Hocking, Fire Chief  
60 South River Street  
Marshfield, MA 02050  
Phone: 781-837-1315  
Email: [admin@marshfieldfire.org](mailto:admin@marshfieldfire.org)

Police Department  
Philip Tavares, Police Chief  
1639 Ocean Street  
Marshfield, MA 02050  
Phone: 781-834-6655

Department of Public Works  
Thomas Reynolds, Superintendent  
870 Moraine Street  
Marshfield, MA 02050  
Phone: 781-834-5575  
Email: [treynolds@townofmarshfield.org](mailto:treynolds@townofmarshfield.org)

Zoning Board of Appeals  
Brenda Eckstrom, Zoning Aide  
870 Moraine Street  
Marshfield, MA 02050  
Phone: 781-834-5557  
Email: [beckstrom@townofmarshfield.org](mailto:beckstrom@townofmarshfield.org)

Town Clerk Office  
Patricia A. Picco, Town Clerk  
870 Moraine Street  
Marshfield, MA 02050  
Phone: 781-834-5540  
Email: [ppicco@townofmarshfield.org](mailto:ppicco@townofmarshfield.org)

## Town Departments Contact Information

Marshfield Town Hall, Selectmen's Office  
Rocco Longo, Town Administrator  
870 Moraine Street  
Marshfield, MA 02050  
Phone: 781-834-5563  
Email: [rlongo@townofmarshfield.org](mailto:rlongo@townofmarshfield.org)

Building Department, Gerald P. O'Neill, C.B.O.  
Building Commissioner/Zoning Enforcement Officer  
870 Moraine Street  
Marshfield, MA 02050  
Phone: 781-834-5555  
Email: [joneill@townofmarshfield.org](mailto:joneill@townofmarshfield.org)

Board of Health, Peter J. Falabella, M.S., Registered Sanitarian  
Certified Health Officer  
870 Moraine Street  
Marshfield, MA 02050  
Phone: 781-834-5558  
Email: [pfalabella@townofmarshfield.org](mailto:pfalabella@townofmarshfield.org)

Planning Board, Greg Guimond, Town Planner  
870 Moraine Street  
Marshfield, MA 02050  
Phone: 781-834-5554  
Email: [gguimond@townofmarshfield.org](mailto:gguimond@townofmarshfield.org)

Assessors, Elizabeth A. Bates, MAA  
870 Moraine Street  
Marshfield, MA 02050  
Phone: 781-834-5585  
Email: [ebates@townofmarshfield.org](mailto:ebates@townofmarshfield.org)

## Building Permit

### WHAT IS A BUILDING PERMIT?

Building permits are documents issued by the Town's building department to oversee and approve any changes to structures. You must get a building permit if you plan on making improvements yourself or with the help of a contractor, architect, or construction worker. Building permits and inspections ensure that you are in compliance with local and state codes which regulate the processes of demolition, renovation, installation, construction, augmentation, or other changes in the use of a building. Various inspections are undertaken as part of the building permit process. For more information go to frequently asked questions on the permit management system website.

### WHERE DO I GET A BUILDING PERMIT?

You can access the building permit applications through the web-based Permit management system on the Town website under the Online Services tab. You must set up an account to use the system. If you do not have a computer there are numerous public computers at the Library and in Town Hall. Please read the instructions carefully to set up and use your account.

### HOW DO I GET A BUILDING PERMIT?

After applying each permit will require certain Town Departments sign offs to occur prior to issuance. The Building Department will send the permit application to the appropriate departments electronically. Permits are not considered officially submitted to the building department until all sign-offs have been approved. You may follow your permit review process online by signing into your account (see instructions). You will receive an email when your permit is ready for payment.

**Where to start?** Building Department or it's website for application form.

Gerald P. O'Neill, C.B.O., Building Commissioner/  
Zoning Enforcement Officer  
870 Moraine Street, Marshfield, MA  
Phone: 781-834-5555  
Email: [joneill@townofmarshfield.org](mailto:joneill@townofmarshfield.org)

## Opening a Restaurant

Is your restaurant located in a business district? If not, you may need to file with the Zoning Board of Appeals.

Application and Common Victualer License may be obtained from the Marshfield Selectmen's Office.

Do you have the appropriate health department certifications? These include: Serv. Safe, Allergen Awareness, Choke Prevention Certificate (see Board of Health).

Are you moving into an existing space that was never a restaurant? Your proposal may be considered a "change of use" requiring a special permit from the Zoning Board of Appeals.

Is your restaurant going to have seating? If yes, you will need a Common Victualer License from the Selectmen's office and your plans will need to be reviewed with the Health, Building and Fire Departments. The plans should include floor plan stamped by a registered architect and a proposed menu.

Is your restaurant going to serve alcohol? You will need an Alcoholic Beverages License approved by the Board of Selectmen and the Massachusetts Alcoholic Beverages Control Commission.

Are you going to put up a new sign or an awning with a sign? See Zoning Bylaws Article 7 for signage requirements and restrictions. Sign applications can also be applied for through the web based permit management system.

Are you remodeling the inside of the restaurant space? You will need Building, Plumbing, Electrical and/or Gas Permit(s) from the Building Department.

## Department of Public Works

### Trench Permit

Any trench permit greater than 3 feet in depth and further defined in 520 CMR 14 Excavation and Trench Safety Cost \$25.00

**Contact Engineering Division at 781-834-5561  
Or the Back DPW window 2nd floor Town Hall**

### Driveway Permit

For new driveway connections to accepted streets. No Fee.

**Contact Engineering Department at 781-834-5561  
Or the Back DPW window 2nd floor Town Hall**

### Street Opening Permit

Any excavation in accepted streets. A Bond Required

**Contact Highway Division at 781-834-5596  
Or go to the Highway Barn at 35 Parsonage Street**

### Water Service Connection

New Water service connections \$1,875 and up

**Contact Water Division at 781-834-5589  
Or the Back DPW window 2nd floor Town Hall**

### Sewer Service Connection

New Sewer Connections Cost \$50.00

**Contact Water Division at 781-834-5521  
Or the Back DPW window 2nd floor Town Hall**

### Transfer Station Stickers

Residents that participate in the Town's trash collection Cost \$20.00\*  
\* If over 70 years old \$10.00

**Contact Solid Waste Division at 781-834-5559  
Or the front DPW window 2nd floor Town Hall**

### Note:

**Front DPW window faces the Town Hall parking lot.  
Back DPW window faces the Town Training Green.  
Current fees listed are subject to change.**

### **Oil Burners (Fire Department)**

An "Application to Install" shall be filed before any work is started, except under emergency conditions. Applicable fee of \$40.00 shall be submitted with application. Checks shall be made out to "Town of Marshfield." To save time and secondary trips, and to assure the safety of our citizens, inspections of oil burners should be scheduled at the time the technician nears completion of the job. The technician should be present at the time of inspection. A "Certificate of Completion" will then be signed by the Fire Prevention Officer and left for the building owner or his designee. Only "Certificate of Completion" forms recognized by the Town of Marshfield will be accepted. A copy of the Operation and Maintenance instructions shall be left with the owner.

### **Propane Permit (Fire Department)**

A permit is required for all new or replacement of fixed installations. No permit shall be required to make a connection in the replacement of a portable container or the filling of a stationary container. If the aggregate amount of LP-gas to be stored exceeds two thousand (2,000) gallons, then a license as required by 527 CMR 6.08 (2)(b) must first be obtained and a copy submitted with the application for permit to install. An "Application to Install" shall be filed before any work is started, except under emergency conditions. Applicable fee is \$40.00. Make checks payable to "Town of Marshfield." The owner of the storage equipment shall be responsible for the installation of the LP-gas facility and for maintaining it in a safe operating condition.

A Site Plan containing the following information must be submitted with all applications for permits for storage in excess of 200 gallons:

- a. distance of tank(s) to property lines,
- b. distance to nearest building openings - i.e. doors, windows, etc.
- c. distance to exterior sources of ignition - i.e. openings into direct vent appliances or mechanical ventilation intakes.

The Head of the Fire Department may order the user of the LP-gas system to meet additional requirements:

- a. where unusual conditions exist,
- b. when it is necessary for the protection of life and property, and
- c. provided that the additional requirements are within the intent and purpose of 527 CMR 6.00.

Upon completion of the installation or connection authorized by permit, the person, firm or corporation having made the installation shall certify in writing to the Head of the Fire Department that the work has been completed and conforms to 527 CMR 6.00.

### **Blasting Permit (Fire Department)**

All blasting shall be in compliance with Massachusetts General Law Chapter 148 and 527 Code of Massachusetts Regulations. The licensed blaster shall at least 24 hours prior to the work obtain a permit from the Fire Department. The permit fee is \$ 25.00 and is restricted to the specific work site. A Fire Department detail shall be posted at the contractor expense. This will be a minimum of one member depending on the scope of the work.

## **Opening a Restaurant (cont.)**

Is your location served by Town sewer or a septic system? Septic systems may or may not accommodate the flow generated by a food establishment, and you will need to review this status with the Board of Health.

**Where to Start:** Board of Health and Building Department.

Board of Health

Peter J Falabella, M.S.,  
Registered Sanitarian, Certified Health Officer  
870 Moraine St, Marshfield, MA 02050  
Phone: 781-834-5558      Email: [pfalabella@townofmarshfield.org](mailto:pfalabella@townofmarshfield.org)

Building Department

Gerald P. O'Neill  
Building Commissioner/ Zoning Enforcement Officer  
870 Moraine Street, Marshfield, MA 02050  
Phone: 781-834-5555      Email: [joneill@townofmarshfield.org](mailto:joneill@townofmarshfield.org)

## Conservation Commission

### How to get a wetland permit

Federal, State, and local laws protect wetlands. In Marshfield, anyone planning to work, build, dig, or alter an area within a wetland resource area or within 100 feet of a wetland resource should first check with the Conservation Commission before starting. The Commission administers both the town's Wetlands Protection Bylaw and the state's Wetlands Protection Act. Some examples of resource areas are: coastline, flood zones, marshes, swamps, streams, and rivers.

Many building permit applications are reviewed by the Conservation Agent in order to ascertain whether or not the project would require a permit from Conservation.

A formal request (called a Request for Determination of Applicability) may be filed with Conservation to find out if a project or site may proceed without further wetlands permitting or would first require a permit.

The permit application for work within the jurisdiction of wetland rules and regulations is a Notice of Intent and requires detailed plans for the proposed project. A hearing is scheduled, a legal ad is placed in the newspaper and notices are sent to abutters. The Commission reviews the application and may issue a permit for the work (called an Order of Conditions) that must be recorded at the Plymouth County Registry of Deeds as a lien on the property.

The permitting process generally requires 4 to 6 weeks for simple projects, sometimes several months for large projects such as a new subdivision. When a project is complete and has complied with the Orders of Conditions, a Certificate of Compliance may be issued and recorded at the Registry of Deeds to remove the lien on the property.

Fees vary with the type and scope of the project.

### Where to Start:

Jay Wennemer, Conservation Agent  
870 Moraine St, Marshfield, MA 02050  
Phone: 781-834-55573  
[jwennemer@townofmarshfield.org](mailto:jwennemer@townofmarshfield.org)

### Open Burn Permit (Fire Department)

You may apply for Burn Permits through the mail. Applications will be mailed in December to residents who applied for permits last year. You will be asked to mail back both copies of the application with a self addressed stamped envelope and a check in the amount of \$15 payable to the Town of Marshfield. You will be able to log onto our Web site [www.mfdopenburning.org](http://www.mfdopenburning.org) for permission to burn each day as well as call 781-834-9345.

Permits will be available at Central Fire Station located at 60 South River Street between 9:00 a.m. and 4:00 pm. daily starting on January 10. If you wish to purchase a permit during normal business hours they are available in the administrative office. Permits are not available on weekends.

We encourage residents to complete their burning early in the season while there is snow on the ground.

### Smoke Detectors (Fire Department)

The starting point for getting approval of fire alarm and smoke detector installations is to first and foremost, call us at (781) 834-5546 or stop at Marshfield Fire Department, 60 South River Street to discuss your plan with our Fire Prevention Officer, Deputy Chief Louis Cipullo.

If you have plans for a new house, addition or other project that will require smoke and carbon monoxide detectors, you will need to mark

Resale or refinance of older homes, new homes, and additions to older homes require the placement of carbon monoxide (CO) detectors in the home. Carbon monoxide detectors are required by State law. The standard is that all sleeping areas must be protected. If all bedrooms are on the same floor with less than a 30' separation then one will be sufficient. Large separation over 30' between bedroom doors or bedrooms or more than one floor will require more detectors. There also must be one on all habitable levels including a finished basement.

## Getting a License or Other Permit

### **Business Licenses Include: (Board of Selectmen)**

Liquor Licenses  
All Alcohol - Clubs  
Restaurant Wine & Malt  
Package Store - All Alcohol  
Package Store - Wine & Malt  
Veteran's Clubs  
Restaurant & Inn-holders Annual  
Temporary One Day All Alcohol, Wine & Malt  
Common Victualer License  
Common Victualer License, Temporary, One Day  
Entertainment Licenses  
Gasoline Storage, Original License  
Entertainment, Temporary, One Day  
Miscellaneous License  
Fortune Teller  
Auto Dealers, Class I, II, III, IV, V  
Underground Storage  
Inn-holders/Lodging  
Auctioneer  
Amusement, Temporary

### **Permits: (Board of Selectmen)**

Earth Removal Permit, Road Races, Block Parties, Beach Parking  
Stickers, Parking - Commercial

### **Where to Start:**

A full copy of Liquor License Applications (including plans) must be provided to the Building Department prior to submittal to Board of Selectmen's Office. After approval the Board of Selectmen the application is submitted to the ABCC.

### **Other Licenses or Permits:**

Taxi License (Police Department)  
Raffle or Bazaar License (Town Clerk)

## Board of Health Permits

The Board of Health Permitting Include:

Food Establishments - Permitting for all Food Establishments, Retail Food Stores, Mobile Food Trucks, Residential Kitchens and Temporary Food Events.

Title 5 - Permitting for all new construction and repairs of septic systems, including installation of Septic Systems.

Tobacco - Permitting of all retail sales of tobacco products.

Camps - Permitting of all Recreational Camps, day and overnight.

Tanning Salons and Body Art permitting.

### **Where to Start:**

Board of Health Office or the Town's Website

Peter J Falabella, M.S.,  
Registered Sanitarian, Certified Health Officer  
870 Moraine St, Marshfield, MA 02050  
Phone: 781-834-5558      Email: [pfalabella@townofmarshfield.org](mailto:pfalabella@townofmarshfield.org)

