

If you are seeking to develop a commercial project or residence, you must contact the Town's Building/Zoning Department. This is your initial step in this process.

Proper planning will reduce the risk of having to make significant, expensive, and time-consuming changes to your proposed development.

It is extremely important that you become familiar with the Bylaws and the Rules and Regulations pertinent to your building or development project.

Are you new to town? Are you in a new location? These are considered a "change of tenant" and require a building permit called a "Tenant Fit Out" from the Building Department.

Do you need a Business Certificate for your business?

All of these changes require the inspection of the new space and the issuance of a certificate of occupancy prior to the new tenant opening its doors to the public. The building and fire departments will do an inspection of the locations and see if there are any code violations prior to the occupancy permit being issued. You must contact the building department first and then the fire department.

Resources:

Many of our applications and forms can be found on the Town's website as well as the following documents:

- Zoning Bylaws
- Subdivision Rules and Regulations
- Wetlands Regulations
- General Bylaws

Website: www.seekonk-ma.gov

Town Hall:

100 Peck Street, Seekonk, MA 02771
Ph: 508-336-2910
Fax: 508-336-0764

Hours: Mon, Tue, Thu 8:30-4:30 pm
*Wed 8:30-7:00 pm, Fri 8:30-Noon

*Some offices do not remain open until 7:00 Wed.
Call before you come to check.

The Health Agent opens at 7:00 a.m. Monday-Friday. The Building Commissioner opens at 7:00 a.m. Monday, Wednesday, and Friday.

Important Phone Numbers:

Department:	Direct #
Animal Shelter	336-6663
Town Assessor	336-2980
Building Commissioner	336-2990
Collector	336-2930
Conservation Agent	336-2944
Fire (Routine)	336-8123
Health Agent	336-2950
Planning	336-2961
Police (Routine)	336-8123
Public Works	336-7407
Town Administrator	336-2910
Town Clerk	336-2920
Water District	761-8170
Zoning Officer	336-2990



**The Town of Seekonk
Commercial & Residential
Permitting Guide**



November, 2011

This comprehensive guide has been prepared to help you with your development. It is not intended to be a legal guide, but to assist you in beginning the permitting process.

Each municipal department controls local licenses and permits. This guide is intended to assist the business owner/developer to research what is allowed and to what extent; which licenses and/or permits will be needed; as well as provide important department and contact information.

BUILDING/ZONING DEPARTMENT
508-336-2990

The Zoning Enforcement Officer can advise what is allowed and to what extent. You must request a letter of determination for a fee of \$35.

- Receives/Reviews & Issues: Building Permits, Electrical, Gas, Plumbing & Mechanical Permits.
- Zoning questions and Letters of Determination

COLLECTOR **508-336-2930**

- Issues Certificates of Good Standing – necessary for submitting applications to the Conservation Commission, Planning Board, Building Permits, Board of Health, etc.

CONSERVATION **508-336-2944**

The Conservation Commission meets the second and fourth Mondays of the month at 7:30 p.m.

- Wetland and Water Resource Permits

DEPT. OF PUBLIC WORKS **508- 336-7407**

- Road opening permits
- Trench Permits for Roads

WATER DISTRICT **508-761-8170**

- Connections

FIRE **508-336-8123**

The Fire Department issues the following Permits:

- Blasting
- Brush Burning
- Commercial Plan Review
- Commercial Sprinkler & Fire Alarm Permits
- Commercial/Industrial Ansul Fire Suppression
- Dumpster
- Flammable/Combustible Storage
- Oil Burner/Tank Installation
- Propane Storage Tanks
- Residential Plan Review
- Seasonal Displays
- Smoke Detector Inspections
- Tank Installation/Removal
- Tent Permits

BOARD OF HEALTH **508-336-2950**

The Board of Health meets the second and fourth Wednesdays of the month at 4:30 pm.

- Oversees: All aspects of Title 5
- Septic Haulers
- Licensed Installers/Engineers
- Dumpsters/Trash Haulers
- Standards for Human Habitation
- Food Establishments
- Retail Food Establishments
- Health Clubs
- Tanning Salons/Tattoo Establishments
- Hotels, Motels & Inns
- Recreational Camps/Public Pools
- Piggeries/Stables
- Sandblasting
- Trench Permits
- Burial Permits

PLANNING **508-336-2961**

The Planning Board meets on the second and fourth Tuesday of every month at 7:00 p.m.

- All Site Plans are subject to the review and approval by the Planning Board under Section 10 of the Zoning Bylaws.
- All Subdivisions and ANR plans are subject to the review and approval or endorsement by the Planning Board under the Subdivision Rules and Regulations.

**BOARD OF SELECTMEN/
TOWN ADMINISTRATOR** **508-336-2910**

BOS Meetings are conducted every Wednesday, 7:00 pm in the Selectmen’s Meeting Room at Town Hall

- Alcoholic Beverage Licenses: Annual & Seasonal
- Amusement Licenses
- Antique & Second-hand Licenses
- Entertainment Licenses
- License for selling motor vehicles
- License for vending machines & Amusement machines
- Earth Removal Permits

TOWN CLERK **508-336-2920**

- Business Certificates: New businesses are required to file a “doing business as” (d.b.a) with the Town Clerk.

The fee for a d.b.a. is \$20.00 and is good for 4 years.