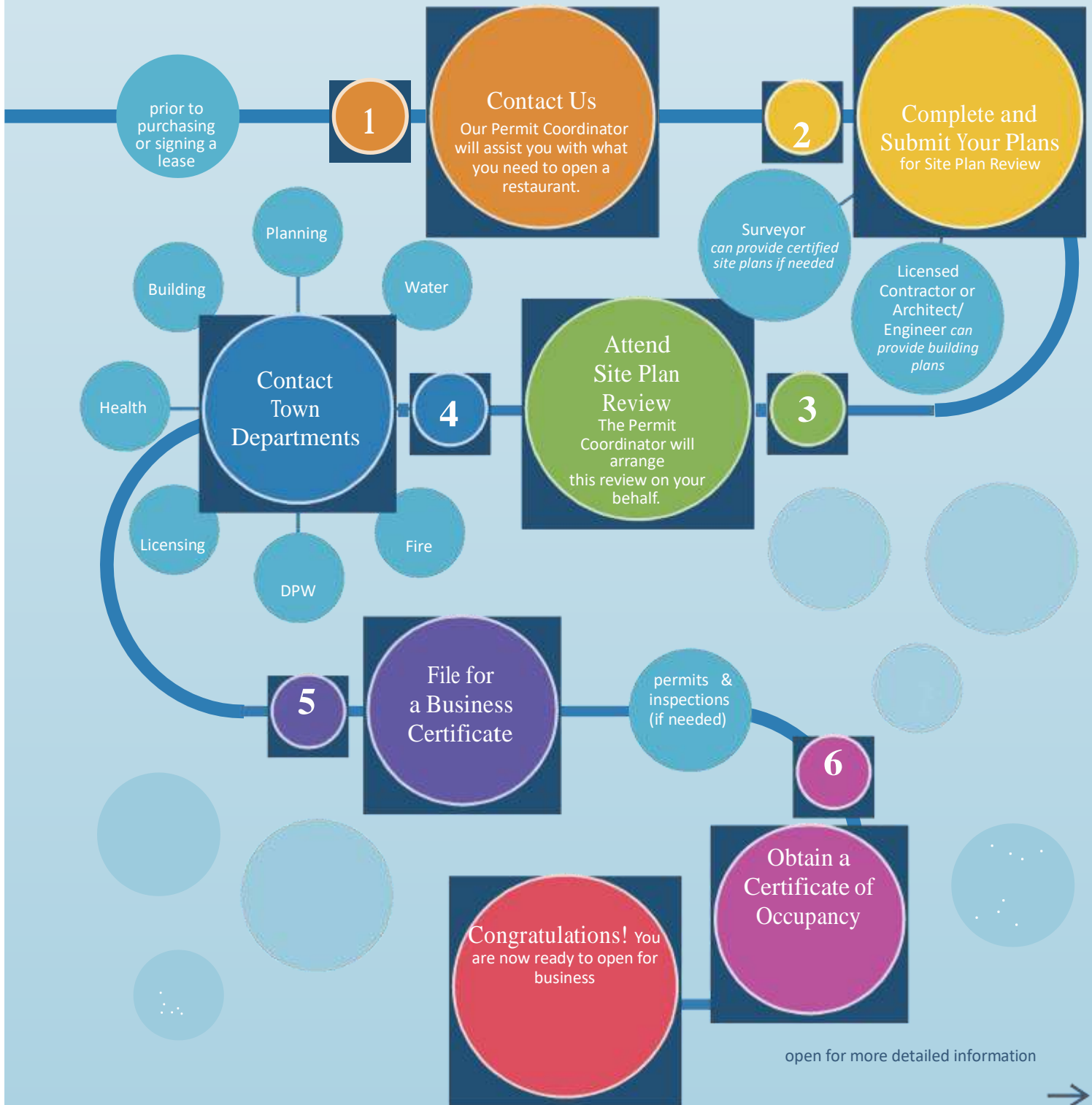


TOWN OF BARNSTABLE
RESTAURANT
STARTUP GUIDE

Are you ready to open a restaurant?

ARE YOU READY TO OPEN A RESTAURANT?



ARE YOU READY TO OPEN A RESTAURANT?

- 1** **Contact Permit Coordinator** *Prior to purchasing or signing a lease, please contact our Permit Coordinator to assist you with what you will need in order to open a restaurant:*

Maggie Flynn, Permit Coordinator
508-862-4679
margaret.flynn@town.barnstable.ma.us
Town Offices, 200 Main St, Hyannis

- 2** **Submit Site & Building Plans**
Plans must include:

Floor Plan

- Seating Plan (indoor & outside patio)
- Kitchen equipment & sink layout (including NSF spec sheets)
- Restrooms (public/employee)
- Accessibility & AAB Compliance

Exterior Plan

- Parking
- Egress/ Curb cuts
- Fire lanes
- Grease trap
- Accessibility & AAB Compliance

Note: For some projects a more comprehensive site plan may be required depending on the modifications needed.

Will I need a design professional (ie architect, civil or structural engineer) for my site plans?

Site Plans should include appropriately scaled maps or drawings of the property, drawn to an engineer's scale. Depending on the level of work involved a certified site plan by a surveyor may be required.

Will I need a licensed contractor to do my remodeling work?

Licensed contractors, plumbers, & electricians are required for commercial building permits.

- 3** **Site Plan Review**

Site Plan Review is a 'one-stop' administrative process chaired by the Building Commissioner. The objective of Site Plan Review is to gather all regulatory agencies in one place to advise prospective business owners of local, State or Federal regulatory requirements they will face so that those owners do not have to try to work through the permitting process on their own one department at a time. Site Plan Review is composed of representatives from: Zoning, Building, Health, Licensing, Engineering, Water, and Fire Departments.

- 4** **Contact Town Departments**
Our Permit Coordinator will help guide you through the applicable town departments for your project.

TOWN REGULATORY DEPARTMENTS

200 Main St, Hyannis

Building: 508-862-4038

- Building Permit
- Sign Permit
- Building Code Compliance
- AAB/ Accessibility Compliance
- Wiring & Plumbing

Health: 508-862-4644

- Food Establishment License
- Grease Traps
- Health Code Compliance

Licensing: 508-862-4674

- Common Victualler License
- Entertainment License (optional)
- Alcoholic Beverage License (optional)
- Sidewalk Dining License (Hyannis Main St only)

Planning & Development

508-862-4678

- Certificate of Appropriateness (for signs & facades in historic districts only)

DPW/ Engineering: 508-790-6400

382 Falmouth Rd, Hyannis

- Grease Traps on Town Sewer

WATER DEPARTMENTS

Hyannis Water System: 508-775-0063

47 Old Yarmouth Rd, Hyannis

Determine if the property has an existing water supply line (water service) and a fire sprinkler line by calling the Water Department. If these water supply lines need replacement or relocation, a water service application needs to be filed along with engineered plans of the proposed improvements.

Barnstable Water Department: 508-362-6498

Cotuit Water Department: 508-428-2687

COMM Water Department: 508-428-6691
(Centerville/Osterville/Marstons Mills)



IMPORTANT NOTE ON GREASE TRAPS

Key Town Requirements

- 1,000 gallon minimum containment system is required at all food service establishments (places where foods are prepared and/or cooked) per Board of Health Regulation
- *If connected to public sewer:* applicant must first seek a written determination from the Town Engineer
- *If connected to an onsite septic system:* a plan showing the proposed grease trap must be designed by a professional engineer or registered sanitarian. A licensed installer along with a disposal works construction permit is required

See Town Code

- Chapter 322-3: Food Establishments
- Chapter 184: Sewers & Water
- Chapter 901-15: Sewers Connections

Health Division: 508-862-4644
200 Main St, Hyannis

DPW/ Engineering: 508-790-6400
382 Falmouth Rd, Hyannis

State Plumbing Code Requirements

- Must comply with Chapter 248 CMR State Plumbing Code
- A MA Licensed Plumber along with a plumbing permit is required
- Outside grease traps: shall be designed by a MA Registered Professional Engineer
- Inside of building: MA approved individual grease traps or grease interceptors may be required on individual fixture waste branches

Plumbing/Gas Inspector: 508-862-4028
200 Main St, Hyannis

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File for a Business Certificate

Any individual, partnership or corporation doing business under a name, other than their own name or incorporated name, must file a Business Certificate. The certificate costs \$40 and is good for 4 years. You need to go to the Town Offices at 200 Main St, Hyannis and submit a zoning review form for signoff by the Building Commissioner. This form is then submitted to the Town Clerk's Office for processing.

Town Clerk's Office: 508-862-4044
Town Hall, 367 Main St, Hyannis

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Obtain a Certificate of Occupancy

In order to obtain a Certificate of Occupancy, your property must pass a series of inspections. These inspections may include a plumbing, electrical, fire safety and a general building inspection.

Building Department: 508-862-4038
Town Offices, 200 Main St, Hyannis

FIRE DEPARTMENTS

Hyannis: 508-775-1300

Barnstable Village: 508-362-3312
Cent/ Ost/ Marstons Mills: 508-790-2375

West Barnstable: 508-420-2210

West Barnstable: 508-362-3241

Key Fire Department Requirements Kitchen

- Hood System
- Fire Suppression System

Dining and Other Restaurant Areas

- Exit Paths and Signage
- Emergency Lighting
- Fire Extinguishers
- Patio Heaters Open Flame
- Fire Dept. Access to Building and Site

Nightclubs

A meeting with the Fire Department and Building Department will be required to determine what code compliance measures may be required.

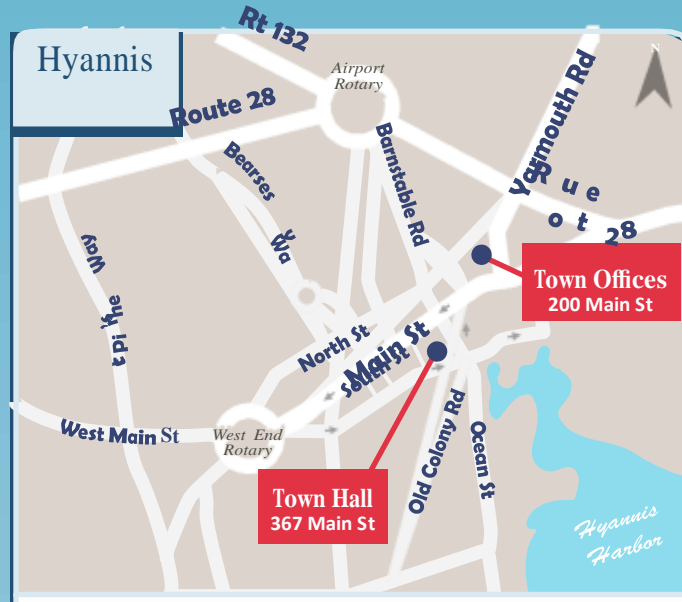
PLEASE NOTE

The site plan approval and permitting process for a pre-existing restaurant location is generally more streamlined than for a newly converted restaurant location. Please

consult with our Permit Coordinator for your project's requirements.



For more information, please visit
BusinessBarnstable.com



DIRECTIONS FROM TOWN HALL TO 200 MAIN STREET

From Town Hall parking lot, exit left onto South Street. Take the first left at the traffic light onto Old Colony Road. Get into the right lane. Turn right onto Main Street at the next traffic light. Continue on Main Street for approximately 1/10 mile, then take a left onto Yarmouth Road. Take the first left into the parking lot.

Business Assistance

Our Economic Development Team is ready to assist with project permitting coordination & connections to business resources:

**Gloria McPherson, Planning and Economic
Development Coordinator**

508-862-4701

gloria.mcperson@town.barnstable.ma.us

Town Hall, 367 Main St, Hyannis

Disclaimer: This guide lists typical requirements and is not intended to address every requirement that might possibly apply. Applicants are responsible for complying with all applicable local, state, and federal laws and regulations, whether listed in this guide or not. Applicants are encouraged to consult their attorney and licensed professionals as needed to determine and address the requirements that apply to their specific circumstances.