

ECONOMIC DEVELOPMENT TEAM

Permitting Coordination
 For personal guidance through the permitting process:

Maggie Flynn, Permit Coordinator
 508-862-4679
 Margaret.Flynn@town.barnstable.ma.us



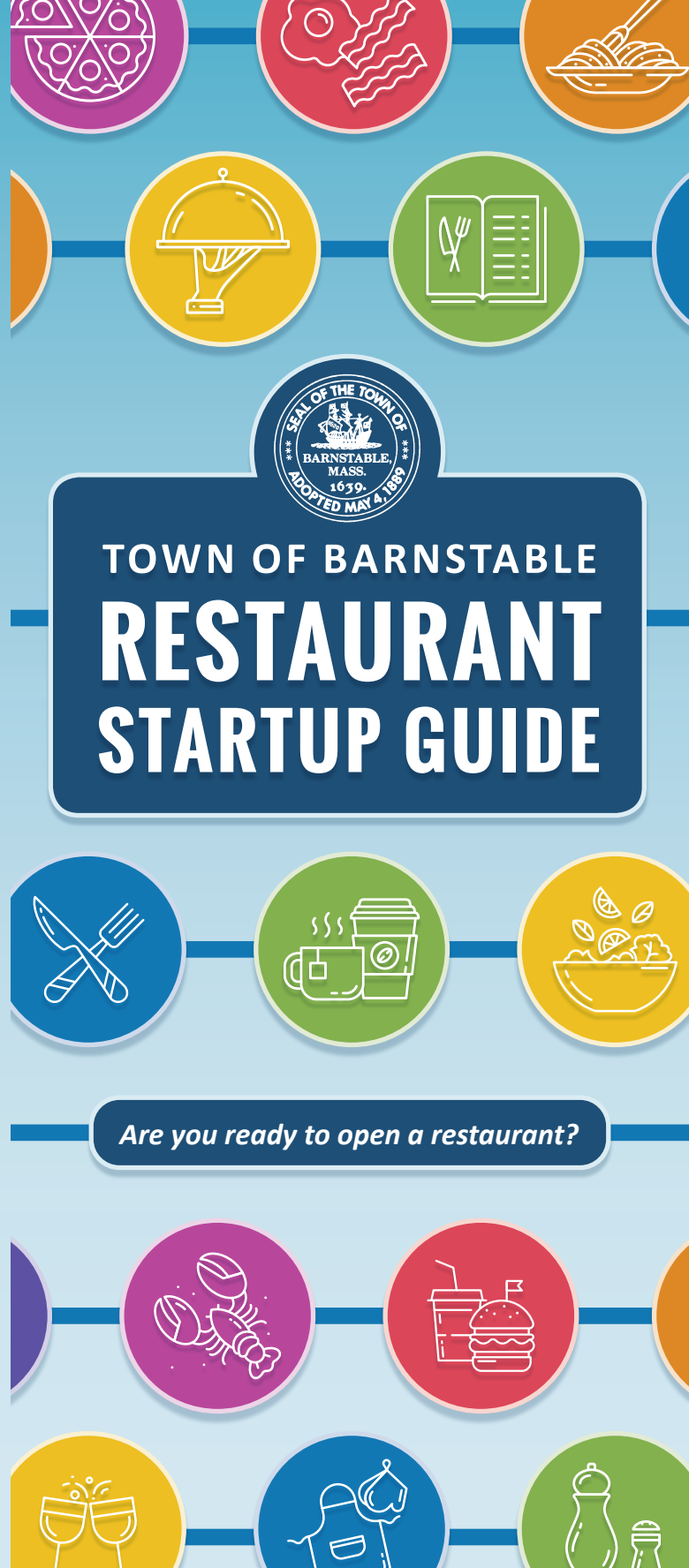
Marketing & Outreach
 For business support through specialized local marketing tactics:

Amy Harwood
 Marketing & Outreach Manager
 508-862-4638
 Amy.Harwood@town.barnstable.ma.us



For general Economic Development questions and small business incentives:

Gloria McPherson
 Planning & Economic Development Coordinator
 508-862-4701
 Gloria.McPherson@town.barnstable.ma.us



TOWN OF BARNSTABLE RESTAURANT STARTUP GUIDE

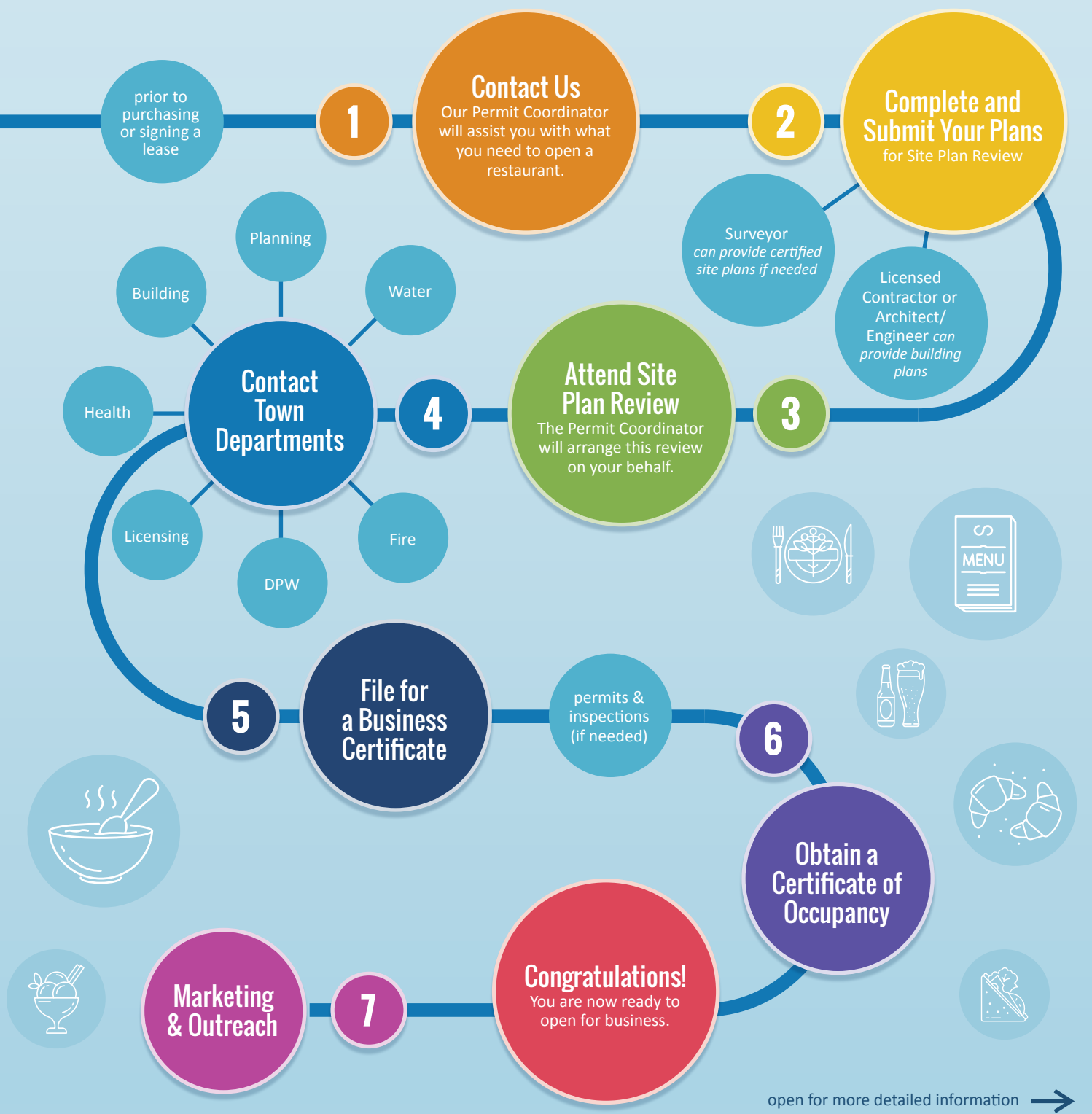
Are you ready to open a restaurant?

For more information, please visit BusinessBarnstable.com



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.

ARE YOU READY TO OPEN A RESTAURANT?



open for more detailed information →

ARE YOU READY TO OPEN A RESTAURANT?

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.

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

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: **Planning & Development, 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

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

Planning & Development

Zoning: 508-862-4682

Historic: 508-862-4064

- 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

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

FIRE DEPARTMENTS

Hyannis: 508-775-1300

Barnstable Village: 508-362-3312

Cent/ Ost/ Marstons Mills: 508-790-2375

Cotuit: 508-428-2210

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 Division will be required to determine what code compliance measures may be required.

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

5 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. This process begins on-line under the Town Clerk-application for a Business Certificate/DBA (doing business as).

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

6 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 Division: 508-862-4038

7 Marketing & Outreach

Assists with guidance on local marketing tactics, and fielding questions or concerns with regard to town functions related to your business operation.

Amy Harwood: 508-862-4638
Amy.Harwood@town.barnstable.ma.us

