

DOING BUSINESS IN ARLINGTON HOTSHEET

SAVE YOURSELF HEADACHES, DELAYS, FINES—FRUSTRATION—READ THIS HOTSHEET!

BEFORE SIGNING LEGAL DOCUMENTS YOU NEED TO CONSULT:	BECAUSE WHAT YOU ARE PROPOSING MAY INVOLVE:	IF WHAT YOU ARE PROPOSING INVOLVES:				
		OPENING A NEW BUSINESS	EXPANDING AN EXISTING BUSINESS	MOVING TO A NEW LOCATION	CHANGING ONLY OWNERS	CHANGING ONLY TYPE OF BUSINESS
Chamber of Commerce Michèle M. Meagher 781.643.4600	<i>Where connections are made and business happens!</i>	YES	YES	YES	YES	YES
Town Clerk, C. Rainville 781.316.3070	Business registration	YES	YES	YES	YES	YES
Inspectional Services Michael Byrne 781.316.3390 inspectionalservices@town.arlington.ma.us CRITICAL: Confirm with the Bldg. Insp. that your use is allowed by zoning	Building changes Demolition Electric work Flooring Handicap access Plumbing work Parking (zoning) Signs (zoning; obtain app. then go to Plng.)	YES YES YES YES YES YES YES YES	YES YES YES YES YES YES YES YES	YES YES YES YES YES YES YES YES	NO NO NO NO NO NO NO NO	NO NO NO NO YES YES YES YES
Plng. Dept./Redev. Bd. Kevin O'Brien 781.316.3094	Envir. review (zoning) Parking (zoning) Signs (zoning)	YES YES YES	YES YES YES	YES YES YES	NO NO YES	YES YES YES
Board of Health Christine Connolly 781.316.3170	Body art Car refinishing Dumpsters Food Massage Pools Sale of tobacco prod. Tanning	YES YES YES YES YES YES YES YES	YES YES YES YES YES YES YES YES	YES YES YES YES YES YES NO YES	YES YES YES NO YES YES YES YES	YES YES YES YES YES YES YES YES
Board of Selectmen Marie Krepelka 781.316.3022 NOTE: "Food" includes food vendors, pizza parlors, restaurants, sub shops, etc.	Alcohol, liquor Amusement Auto dealers/services Awnings Auctioneers Dumpsters Entertainment Food Hackney/public cars Inns, lodgings 2 nd -hand dealers Street furn./seating	YES YES YES YES YES YES YES YES YES YES YES YES	YES YES YES YES YES YES YES YES YES YES YES YES	YES YES YES YES YES YES YES YES YES YES YES YES	YES YES YES YES YES NO YES YES YES YES YES YES	YES YES YES YES YES NO YES YES YES YES YES YES
Conservation Comm. Corinna Beckwith 781.316.3012	Floodplains Rivers Wetlands	YES YES YES	YES YES YES	YES YES YES	NO NO NO	NO NO NO
Fire Department Chip Ryan, Fire Prev. 781.316.3803	Fire/smoke detectors Hazardous materials	YES YES	YES YES	YES YES	NO YES	YES YES
Historical Commission JoAnn Robinson 781.316.3275	Exterior changes to designated historic building	YES	YES	YES	NO	NO
Historic Districts Comm. Carol Greeley 781.316.3265	Exterior changes to buildings in defined historic districts	YES	YES	YES	NO	NO
Public Works Dept. Town Engineer 781.316.3320 781.316.3104 (Trash)	Curb cut/road access Sewer hook-up Water hook-up Trash collection	YES YES YES Yes	YES YES YES YES	YES YES YES YES	NO YES YES YES	NO YES YES YES
Zoning Bd. of Appeals Chris Carabello 781.316.3396	Zoning (special permits, variances)	YES	YES	YES	YES	YES

Listed contacts are not necessarily department heads, but contacts will direct callers to appropriate staff.

This guide outlines where to go for answers about major *municipal* requirements that must be considered when doing business in Arlington. There may also be state and federal requirements to be considered. The ultimate responsibility for complying with government requirements lies with you as the business owner, making it imperative that you seek appropriate advice **BEFORE** you take action.

Created by the Arlington Chamber of Commerce and the Town of Arlington Planning Department—Revised: March 11, 2009