

City of Beverly Municipal Inspections/Building Department

8 Dane Street, Beverly, MA 01915

Phone: 978-921-6025

Website: <https://www.beverlyma.gov/214/Municipal-Inspections-Building-Departmen>

FOR QUESTIONS ABOUT BUILDINGS PERMITS, ZONING AND ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need a building permit?

First, you need to find out if a building permit will be required based on the work you are planning. Generally, a building permit is required for renovations that involve changes to the structure or systems of a building, or your space within an existing building, or new construction. A few examples of renovations that require a building permit include moving or removing walls, adding new window and door openings, adding/removing restrooms, adding/removing a kitchen. So, the first step is to check with the Municipal Inspections/Building Department to determine whether or not you need a building permit. **IMPORTANT NOTE:** Even if you are not doing work on the space that you think will trigger the need for a building permit, if you are using the space differently than the previously tenant you may still need a building permit because of a "Change in Use". An example of a Change in Use would be a space that was used for retail and the new tenant is planning for a restaurant.

Depending upon the nature of your project there are a variety of other permits issued by the Municipal Inspections Department such as electrical, plumbing, gas, demolition, sheet metal, among others. So it will be important to work with the Municipal Inspections Department to determine which permits will be required. If you have hired professionals to assist you with your project such as a general contractor, engineer, architect or others they will likely need to interact with the Municipal Inspections/Building Department with you or on your behalf.

Important Forms

For your convenience, the Municipal Inspections/Building Department provides [all necessary forms](#) on line as well as a list of [frequently asked questions](#). The Department will also help you to identify which forms that you need to complete.

Permitting Fees

The Municipal Inspections/Building Department also lists the [fees](#) associated with each type of permit.

Processing Time

The Department of Municipal Inspections has a maximum of 30 days in which to issue or deny a building permit. The actual time can vary from 1 day up to the maximum 30-day limit, depending on the number of applications ahead of yours, and the scope of work. Generally, the smaller jobs will take a shorter time to review, with new buildings taking close to the full 30 days to review, so allow for this in your scheduling.

Does the Zoning allow for the type of business you want to open?

The City is divided into zoning districts, and the City's Zoning Ordinance defines those districts and the principal uses of land that is allowed within each of those districts. For example, the "CC" or Central Business District is described as a central commercial business district. The Ordinance (Chapter 300 of

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the City Ordinances, Section 300-40) provides more specifics about what types of property uses are allowed, what types of uses that require a special permit (and what body issues that permit) and other

details about the dimensions of a building and lot, etc. The Director of Municipal Inspection's is the City's Zoning Officer. It is important that you confirm with his/her office that the type of business you are proposing is allowed within the zone in which the business will be located and whether or not you will need to pursue a special permit.

If you would like to review the City's Zoning Ordinance it is available on line through the City Clerk's office by [clicking here](#).

Do you have questions about providing access for people with disabilities?

The Municipal Inspections Director acts as the City's ADA Coordinator and is responsible for enforcing the Commonwealth of Massachusetts Architectural Access Board Regulations involving accessibility to buildings by persons with disabilities.