

Business Development Guide



Wrentham, Massachusetts



Welcome to Wrentham!



Wrentham welcomes your business to our high-growth community midway between Boston, Providence, RI, and Worcester. With regional highways and large-scale attractions close by, Wrentham is ideal for small and large firms. We are thrilled to work with you through the process and hope you enjoy the assets this community brings to your business.

This guide was created to help simplify and explain the municipal procedures for opening or expanding your business in Wrentham. The processes, permits, and departments you will be working with are presented in a user-friendly, simplified format in this guide. We hope to alleviate the stress of applying for permits, licensing, and zoning to start your business here. Our friendly staff is delighted to assist you with any questions and concerns through this process.

Our goal is to attract and retain businesses that provide jobs, services, an expanded tax base, and grow the local economy while preserving the character and charm of Wrentham.

Thank you for choosing Wrentham!

Wrentham Town Hall

79 South Street

Wrentham, MA 02093

Phone: 508-384-5400

Hours: Mon, Weds, Thurs - 8:00 AM to 4:30 PM, Tues - 8:00 AM to 7:30 PM

Website: www.wrentham.gov

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Important Contacts

Board of Selectmen		
Joseph F. Botaish, II, Chair Christopher Gallo, Vice Chair William Harrington, Clerk James Anderson Michelle Rouse bos@wrentham.gov		
Town Clerk Cynthia Thompson, CMC/CMMC Town Clerk 79 South St., Wrentham, MA 02093 508-384-5415 cthompson@wrentham.gov	Board of Health Liz Bugbee Administrative Assistant 79 South St., Wrentham, MA 02093 508-384-5480 ebugbee@wrentham.gov	
Inspections Department John G. Naff, CBO Building Commissioner 350 Taunton St., Wrentham, MA 02093 508-384-6553 building@wrentham.gov	Fire Department Antonio Marino Fire Chief 99 South St., Wrentham, MA 02093 508-384-3131x1100 amarino@fire.wrentham.ma.us	
Department of Public Works Brian Antonioli Director of Public Works 360 Taunton St., Wrentham, MA 02093 508-384-5477 bantonioli@wrentham.gov	Planning & Community Development Rachel Benson Director of Planning & Economic Development 79 South St., Wrentham, MA 02093 508-384-5441 planning@wrentham.gov	

Business Certificate

A Business Certificate is the public record of the name and address of the owner(s) of a business, and is commonly referred to by the name "D.B.A" (doing business as) or "sole proprietorship". Its purpose is primarily for consumer protection and public information.



Businesses that require Business Certificates:

Massachusetts General Laws Chapter 110, §5 states that any person conducting business in the Commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, shall file (a certificate) in the office of the clerk of every city or town where an office of any such person or partnership may be situated.

A business certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title, including any partner's true surname. Certain other associations and partnerships may also be exempt. Businesses that file with the Secretary of State's Office do not need to file in the town.

How to file for a Business Certificate:

You can apply for a Business Certificate/dba in the **Town Clerk's Office**. The fee is \$35.00, and the certificate lasts **four years**. If you wish to apply for a Business Certificate, don't hesitate to contact the Town Clerk's Office to inquire about the necessary information and process. Any business incorporated in the Commonwealth does not need a Business Certificate. However, banks may request that your business have one.

Questions and Further Information:

For more information or further questions, please call the Town Clerk at 508-384-5415 or visit: https://www.wrentham.gov/government/town_clerk

Opening a Restaurant



You need a **Business Certificate** from the **Town Clerk's Office** (see page 4), a **Food Establishment License** from the **Board of Health** (see page 9), and a **Victualer License** from the **Board of Selectmen** (see page 8).

Other Important Steps:

1. **Check to be sure that the zoning district allows restaurants.**

You can go to MapLink to find out what Uses are allowed on your property.

[ToW-MapLink](https://wr4159.zoninghub.com/zoningmap.aspx) (<https://wr4159.zoninghub.com/zoningmap.aspx>)

2. **Are you moving into an existing restaurant space but increasing the need for parking?**

You may need to get a Site Plan Approval from the Planning Board.

3. **Is your restaurant going to serve alcoholic beverages?**

You need an Alcoholic Beverage License approval by the Board of Selectmen and Massachusetts Alcoholic Beverages Control Commission (see page 12).

4. **Are you going to put up a new sign?**

You need a Sign Permit from the Inspections Department.

5. **Are you remodeling the inside of the restaurant space or building a new space?**

You need a Building Permit from the Inspections Department (see page 10).

6. **Schedule a plan review with the Fire Department.**

Contact Information:

All contact information for all the Boards/Departments mentioned can be found on page 3.

Opening a Retail Store



You need a Business Certificate from the Town Clerk's Office (see page 4).

Other Important Steps:

1. Check to be sure your store is located in a zoning district that allows retail stores.

You can go to MapLink to find out what Uses are allowed on your property.

[ToW-MapLink](https://wr4159.zoninghub.com/zoningmap.aspx) (<https://wr4159.zoninghub.com/zoningmap.aspx>)

You may need a Special Permit for a large store or Site Plan Approval (see page 11).

2. Are you going to put up a new sign?

You need a Sign Permit from the Inspections Department.

3. Are you remodeling the inside of the retail space?

You need a Building Permit from the Inspections Department (see page 10.)

4. Are you selling food?

You may need a Food Establishment License from the Board of Health (see page 9), and/or Victualer license from the Board of Selectmen (see page 8).

5. Are you selling alcoholic beverages?

You need an Alcoholic Beverage License from the Board of Selectmen and the Massachusetts Alcoholic Beverages Control Commission (see page 12).

6. Schedule a plan review with the Fire Department.

Contact Information:

All contact information for all the Boards/Departments mentioned can be found on page 3.

Opening a Professional Business



You need a Business Certificate from the Town Clerk's Office (see page 4).

Other Important Steps:

1. Check to be sure your business is located in a zoning district that allows your type of business.

You can go to MapLink to find out what Uses are allowed on your property.

[ToW-MapLink](https://wr4159.zoninghub.com/zoningmap.aspx) (<https://wr4159.zoninghub.com/zoningmap.aspx>).

You may need a Special Permit or Site Plan Approval from the Planning Board (see page 11).

2. Are you going to put up a new sign?

You need a Sign Permit from the Inspections Department.

3. Are you remodeling the inside of the space or building a new space?

You need a Building Permit from the Inspections Department (see page 10).

4. Depending on your business, you may need other permits or licenses from the Board of Selectmen (see page 8).

5. Schedule a plan review with the Fire Department.

Contact Information:

All contact information for all the Boards/Departments mentioned can be found on page 3.

Board of Selectmen Licenses



The Board of Selectmen issues a number of licenses for local businesses including:

- Sale of alcohol licenses (clubs, restaurants, package store, etc.)
- Victualler license (sale of food with on-premises seating)
- License to deal in second hand articles (“junk”/antique)
- Automatic amusement devices (limit of 5, not including jukeboxes)
- Licenses to buy, sell, exchange, or assemble second-hand motor vehicles
- Taxicab and livery licenses
- Auctioneer licenses
- Hawker/Peddler licenses
- Entertainment licenses (for restaurant, bars, and clubs seeking to offer entertainment such as live music)

Questions and Further Information:

If you have any questions about licensing or whether your business needs a license, check with the Board of Selectmen’s office at 508-384-5400 or visit:

https://www.wrentham.gov/government/board_of_selectmen

Board of Health Permits and Licenses



The Board of Health issues a number of licenses and permits that are required to comply with health codes to safeguard and improve the health and safety to all businesses and guests.

When do I need a permit from the Board of health?

Permits are required for:

- Businesses that involve the preparation, distribution, and/or sale of food
- Businesses that involve the preparation, distribution, and/or sale of tobacco products
- Body art/tattoo establishments
- Recreational camps for children
- Funeral establishments
- Septage handlers and haulers
- Lodging facilities
- Public or semi-public swimming pools
- Soil testing
- Tanning facilities

This list is not all encompassing. If you are unsure if you need a permit, contact the Board of Health.

How do I obtain a permit?

A License may be obtained through the following steps:

1. **Application:** Applications can be obtained through the Health Department.
2. **Review:** The Health Agent and the Board of Health will review the application and potentially schedule a public meeting.
3. **Inspection:** The Health Director may periodically inspect the premises to check compliance.

Questions and Further Information:

If you are unsure if you need a permit or have further questions, contact the Board of Health at 508-384-5480 or visit:

https://www.wrentham.gov/government/boards_committees/board_of_health

Building Permits

A Building Permit is an official approval by the Town to allow contractors or owners to proceed with construction work. They are required to construct, alter, reconstruct, repair, demolish, or remove a building or structure.



How do I obtain a Building Permit?

1. **Application:** Applications are submitted through our online permitting portal found under Inspections Department on the Town of Wrentham website. The fee is calculated at that time based on the value of construction.
2. **Construction:** After submission of the application and plans, a Building Permit must be issued to begin construction. Elements of construction such as foundation, plumbing, and electrical will be permitted separately under certain conditions.
3. **Inspections:** Periodic inspections must be scheduled as project elements are completed. A final inspection and review are necessary for a Certificate of Occupancy.

Questions and Further Information:

If you are unsure if you need a permit or have further questions, contact the Inspections Department at 508-384-5421 or visit

https://www.wrentham.gov/government/departments/inspections_department

Special Permits



A Special Permit is required where/when it is deemed desirable by the Town to ensure a site-specific review for a particular use or activity. Uses requiring a Special Permit can be found in Zoning By-Laws.

Who Grants a Special Permit?

Wrentham's Special Permit Granting Authorities (SPGAs) are the Planning Board and the Zoning Board of Appeals.

How do I apply for a Special Permit?

The Planning & Community Development Department can help you determine if a Special Permit is required for your use/activity. Town staff is happy to assist you in reviewing what is required for a complete application and guide you through the Special Permit process.

Is a Special Permit always granted?

No. The SPGA will evaluate each request against the criteria for Special Permit issuance as found in the Zoning By-laws. Although, the staff can usually tell you ahead of time if a Special Permit is likely to be granted, nothing should be taken for granted. When signing a lease or other contract, it is a good idea to include a contingency in case a Special Permit is not granted. A Special Permit often contains "conditions of approval" to mitigate any potential negative effects of the use.

Questions and Further Information:

For further information or questions, contact the Planning & Community Development Department at 508-384-5441 or visit:

https://www.wrentham.gov/government/departments/planning_community_development

Alcohol Licenses



Any Business that sells, stores, distributes, serves or delivers alcohol must have an alcoholic beverage license.

Where and how do I get an Alcohol License?

Alcoholic beverage licenses must be approved by the Board of Selectmen (BOS) as well as the Massachusetts Alcoholic Beverages Control Commission (ABCC). The BOS, acting as the local licensing board issues the license, according to the following process:

1. Choose and complete the application on the ABCC's website (<http://www.mass.gov/abcc/forms.htm>)
2. Submit the application to the BOS. The application will be posted as an agenda item for the BOS.
3. Appear before the BOS at the appropriate time, date, and location.
4. The BOS will review your application and determine whether to approve it at the local level.
5. Upon approval, the BOS Office will forward the application to the ABCC for its approval. Once approved by the ABCC, the BOS will issue you the license.

Note: There are a limited number of Alcohol Licenses that can be issued in Wrentham – Check with the BOS Office for availability.

Do I need a Special Permit?

The Planning Board may also require a Special Permit depending on the particular Use you are requesting (see page 11). You can go to MapLink to find out what Uses are allowed on your property. [ToW-MapLink](#).

Business Certificate

See page 4 to determine if your business requires a Business Certificate.

Questions and Further Information:

For further information or questions, contact the BOS Office at 508-384-5400 or visit: https://www.wrentham.gov/government/board_of_selectmen

Other Departments You May Deal With



Fire Department:

Contact required for plan reviews, sprinkler system and smoke detector installation requirements and inspections, public safety road requirements, chemical and other hazardous substances inventory requirements, underground tank inspections, flammable storage requirements, and similar concerns.

Contact: 508-384-3131x1100

Police Department:

Contact required for plan reviews and public safety requirements or recommendations from the Public Safety Officer or Police Chief.

Contact: 508-384-2121

Department of Public Works:

Contact required for water supply and distribution, solid waste collection and disposal, street construction and maintenance, and parks. The Department should also be consulted on questions about roadways, parcel boundaries, curb cuts, and the location of underground utility lines such as gas and water mains. Removal of street trees requires a permit from the Town's Tree Warden, who is also the Superintendent of the Department of Public Works.

Contact: 508-384-5477

Conservation Commission:

Any construction, alteration of land or other work within 100 feet of any wetland will require a permit from the Conservation Commission. The Conservation Commission can tell you if your project will fall within its jurisdiction.

Contact: 508-384-5417