

**WATER DISTRICTS**

Grafton Water District (508) 839-2302  
www.graftonwaterdistrict.org

S. Grafton Water District (508) 839-0512

**Additional Resources**

Many of our applications and forms can be found on the Town’s website as well as the following documents at [www.grafton-ma.gov](http://www.grafton-ma.gov):

- Zoning Bylaws
- Subdivision Rules and Regulations
- Wetlands Regulations
- General Bylaws

**Thinking of a Project?**

*Want to discuss it informally with Town staff?*

*Join Us!*

**Grafton Development Team Meetings**

When: Every Thursday  
Where: Grafton Memorial Municipal Center  
Time: 2:00 p.m. for walk ins  
After 2:30 p.m. by Appointment

***Walk Ins Welcome; Appointments Encouraged***

To make an appointment or learn more please contact the Planning Department  
(508) 839-5335 x1120  
planningdept@grafton-ma.gov

**Grafton Memorial Municipal Center**

30 Providence Road, Grafton, MA 01519  
(Entrance located off Brigham Hill Road)

Phone: (508) 839-5335  
Fax: (508) 839-4602

**Website:** [www.grafton-ma.gov](http://www.grafton-ma.gov)

**Hours**

Monday – Friday: 8:30 a.m. - 4:30 p.m.

**Extended Hours**

Town Clerk & Treasurer / Collectors Offices  
Tuesday: 4:30 p.m. – 7:00 p.m.

<b>Department</b>	<b>Extension #</b>
Assessor .....	1165
Building .....	1190
Treasurer/Collector .....	1170
Conservation .....	1138
Health .....	1119
Planning .....	1120
Public Works .....	1124
Town Administrator .....	1180
Town Clerk .....	1195
Zoning Board Appeals .....	1157

**Other Important Departments**

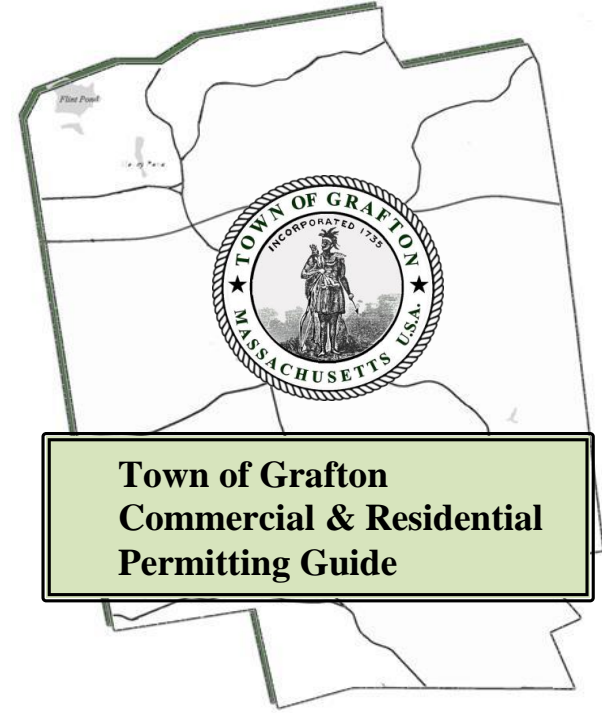
Police (Non-Emergency) ..... 839-2858  
28 Providence Road  
(www.graftonpolice.com)

Fire (Non-Emergency)..... 839-4606  
Headquarters: 26 Upton Street

Sewer Department ..... 839-8526  
Entrance off 9 Depot Street



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**Town of Grafton Commercial & Residential Permitting Guide**

**2016**

This guide has been prepared to help you with your project. It is not intended to be a legal guide, but to assist you in beginning the permitting process.

Each municipal department controls local licenses and permits. This guide is intended to assist the home or business owner / developer in determining what is allowed and to what extent which licenses and/or permits may be required. Departmental contact information as well as other resources is also provided for your convenience.

*Committed to the Future.  
Grounded by the past.*

[www.grafton-ma.gov](http://www.grafton-ma.gov)

If you are seeking to develop a commercial project or build a home, you must contact the Town's Building/Zoning Department. This is your first step in this process.

Proper planning will reduce the risk of having to make significant, expensive, and time-consuming changes to your proposed project. It is extremely important that you become familiar with the various Bylaws and other rules and regulations pertinent to your project which can be found on the Town's website.

### **Are you new to town? Are you in a new location?**

If yes, then these are considered a "change of tenant" and require a building permit called a "Tenant Fit Out" from the Building Department.

### **Do you need a Business Certificate for your business?**

All of these changes require the inspection of the new space and the issuance of a certificate of occupancy prior to the new tenant opening its doors to the public. The building and fire departments will do an inspection of the locations to ensure compliance with Town requirements prior to the occupancy permit being issued. You must contact the building department and the fire department.

## **BUILDING / ZONING DEPARTMENT**

The Zoning Enforcement Officer can advise on what is allowed and to what extent. You may request a letter of determination for which there is no charge.

- Building Permits, Electrical, Gas, Plumbing & Mechanical Permits.
- Zoning questions and Letters of Determination
- Request for Potentially Buildable Lot Review
- Trench Permits

## **PLANNING DEPARTMENT**

The Planning Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 7:00 p.m. in Conference Room A at the Municipal Center.

- Special Permit
- Site Plan Approval
- Approval Not Required (ANR)
- Scenic Road Permit
- Permits for subdivision development

## **BOARD OF SELECTMEN**

Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 p.m. in Conference Room A at the Municipal Center.

- Alcoholic Beverage Licenses
- Amusement Licenses
- Antique & Second-hand Licenses
- Entertainment Licenses
- License for selling motor vehicles
- License for vending or amusement machines
- Earth Removal Permits

## **TOWN CLERK**

- New businesses are required to file a "Doing Business As" (D.B.A.) form; valid for 4 years.
- Kennel License

## **CONSERVATION COMMISSION**

The Conservation Commission meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 p.m. in Conference Room F.

- Wetland and Water Resource Permits
- Stormwater By-Law Permits

## **DEPARTMENT OF PUBLIC WORKS**

- Road Opening permits
- Tree Removal permits
- Physical Alteration / Roadway permits which includes: driveways, tree cutting and walls

## **FIRE DEPARTMENT**

- Blasting
- Brush Burning
- Commercial Plan Review
- Commercial Sprinkler & Fire Alarm Permits
- Commercial/Industrial Ansul Fire
- Suppression
- Flammable/Combustible Storage
- Oil Burner/Tank Installation
- Propane Storage Tanks
- Residential Plan Review
- Seasonal Displays
- Smoke / Carbon Monoxide Detector Inspections
- Tank Installation/Removal

## **BOARD OF HEALTH**

The Board of Health generally meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 6:00 p.m. at the Municipal Center. Check the Town Calendar for confirmation and location.

- Oversees: All aspects of Title 5
- Septage Haulers
- Disposal Works Installers / Septic
- Solid Waste Hauler / Rubbish
- Title II State Sanitary Code
- Food Establishments
- Retail Food Establishments
- Tanning Salons/Body Art Establishments
- Hotels, Motels & Inns
- Recreational Camps/Public Pools
- Sandblasting

## **SEWER DEPARTMENT**

- Sewer Use fees

## **TREASURER / COLLECTOR**

Certificate of Good Standing – required when submitting applications to many Town departments.