

# doing BUSINESS in BEVERLY



This guide will assist you in starting or expanding your small business in Beverly. Located on the North Shore of Massachusetts, about 26 miles from Boston, Beverly has a unique personality - small town charm with a city identity. We have a first class public school system, excellent access to Route 128, five commuter rail stations, a municipal golf course and airport, stable and diverse neighborhoods in picturesque settings with miles of coastline, public parks and open spaces.

A strong partnership exists among business, government and community. Add to that a thriving downtown backed by a strong Main Streets organization, 100+ new transit-oriented development housing units, a newly-designated Arts District, 2 colleges, major physical infrastructure improvements and many business hubs, and you can understand why Beverly has become a sought-after destination to open a new business.

Now that you've decided to open your business in Beverly, we are here to help!

## GETTING STARTED

The first person you should visit is our Permitting Liaison, Denise Deschamps. Permitting can be a bit overwhelming at first and Denise is available to assist you throughout the process.

Almost every new or expanding business will require at least one permit or certificate. The type of permits you may need include:

- business certificate (registers your business)
- building permit (if you plan to remodel)
- sign permit
- health dept permit (restaurants, salons, spas, tattoo parlors, etc)
- special permit (for zoning exceptions)
- liquor license (both local and state)

The type of business you plan to open, the location and condition of the space you'd like to occupy, the signage you plan to hang – all of these are factors in the type of permits you'll need. The earlier in the process you can meet with Denise, even if you don't have all the answers yet, the easier your adventure will be! As an example, Denise may be able to steer you to a location that's already zoned for what you'd like to do, thereby eliminating the need for a special permit which can take several months to receive.

## KEY CONTACTS and RESOURCES

DENISE DESCHAMPS, Permitting Liaison  
978.605.2356 or [ddeschamps@beverlyma.gov](mailto:ddeschamps@beverlyma.gov)  
Located at City Hall at 191 Cabot Street  
Mon-Wed: 8:30-4:30, Thurs: 8:30-7:30, Fri 8:30-1

AARON CLAUSEN, Planning Director  
978.605.2341 or [aclausen@beverlyma.gov](mailto:aclausen@beverlyma.gov)  
Located at City Hall at 191 Cabot Street  
Mon-Wed: 8:30-4:30, Thurs: 8:30-7:30, Fri 8:30-1

STEVE FREDERICKSON, Building Commissioner  
978.921.6025 or [sfrederickson@beverlyma.gov](mailto:sfrederickson@beverlyma.gov)  
Located at GAR Hall at 8 Dane Street  
Mon-Wed: 7-3, Thurs: 7-6 and Fri: 7-11:30

WILLIAM BURKE, Director of Health  
978.921.8591 or [bburke@beverlyma.gov](mailto:bburke@beverlyma.gov)  
Located at 90 Colon Street  
Mon-Wed: 8-4, Thurs: 8-6, Fri 8-1

GIN WALLACE, Beverly Main Streets  
978.922.8558 or [gwallace@beverlymainstreets.org](mailto:gwallace@beverlymainstreets.org)  
<http://www.beverlymainstreets.org>

JOHN SOMES, Greater Beverly Chamber of Commerce  
978.232.9559 or [jsomes@greaterbeverlychamber.com](mailto:jsomes@greaterbeverlychamber.com)  
<http://www.greaterbeverlychamber.com>