

Permitting Guide

Town of Granby, MA

A how-to manual for residents, business owners,
developers, contractors and consultants



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Prepared For

The Town of Granby in consultation with the Granby Planning Board and Town Boards and Departments.

Prepared By

The Pioneer Valley Planning Commission

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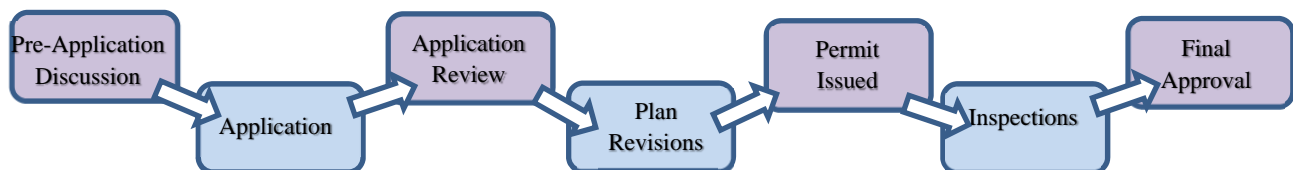
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How to Use this Guide

The Granby Permitting Guide provides an overview of the permit review process in the Town of Granby for a variety of different project types. You will find in this guide a quick reference chart for the types of permits that may be needed; flow charts of the various permitting processes; and a list of Town departments and boards with contact information, office hours, and links to the forms administered by each department. For permits and licenses are available on the Town web site. The Town recognizes that the permitting process can be confusing and sometimes daunting. And, while we did not provide a flow chart for every type of development project, we hope that the Guide will provide enough of an overview that you know who to contact and an estimate of how long the process is likely to take depending on the requirements as laid out in the Town's existing regulations. **This document is only a guide, however, and does not supersede any of the laws, regulations, or bylaws that have been formally adopted by the Town.**

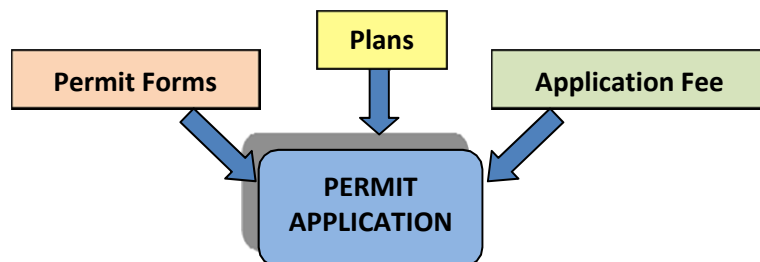
The Permitting Process: An Overview

The graphic below shows the general process for many permits that are required for more complicated development projects. Some projects, such as single-family homes that are not located in historic districts or near wetlands, may only require a building permit and final inspection. Others may require approval by multiple departments and boards before a permit can be issued. Some may require approval by a board or commission prior to a building permit being issued. We strongly encourage all applicants to speak with appropriate departments throughout the permitting and inspection process in order to minimize the potential for delays. Furthermore, since every project is unique, the application for your project may not match what is found in this guide. We encourage you to speak to the building department staff or town boards prior to submitting your application to confirm the forms and documents that you will need to submit.



Application Components

While every application is different based on the type of permits, the following items are typically required for all development permits.

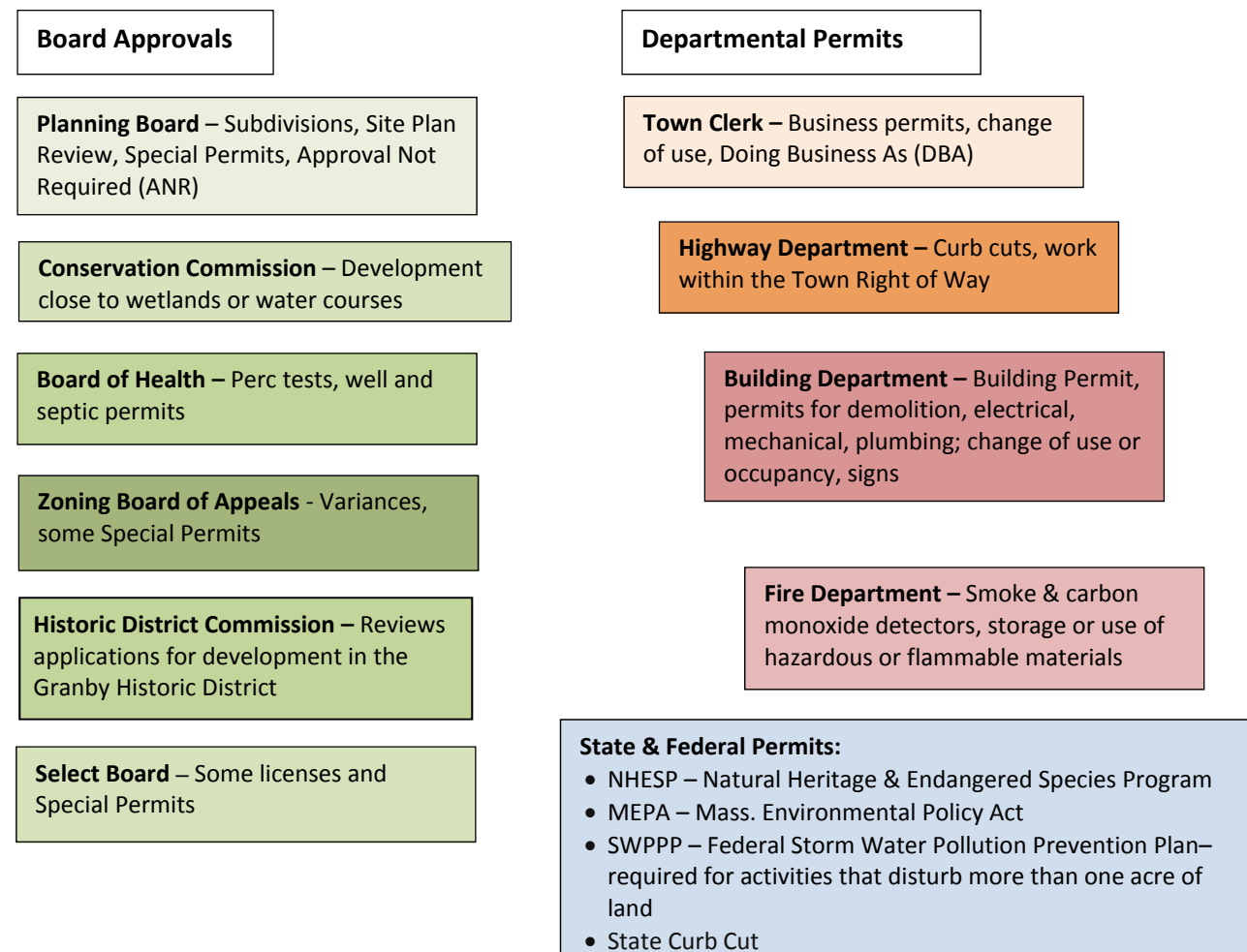


What Kind of Permits Do I Need?

Some permit applications require visits to several departments within local government, and review by several boards. For projects which involve development of land or change in use of a structure, the best place to start is with the **Building Department**. The Building Inspector will review the zoning district in which your property is located and will advise you as to which forms you will need to fill out and will direct you to the regulations that apply to your project.

For larger or more complex developments that require review and approval by a number of boards (subdivisions or projects requiring Site Plan Review), a **Pre-Application Meeting** with the Planning Board and/or a technical review committee (the Building Inspector and representatives from the Fire and Police Departments, Board of Health, and Highway Department) is highly recommended. This allows the boards to provide feedback before final plans are developed.

Plan review and applications for permits from Town departments may happen concurrently, but a building permit cannot be issued until all other approvals have been obtained. Similarly, a zoning permit cannot be issued until all permits have been obtained.



Land Use Conformance

Land use and development is controlled by the Granby Zoning Bylaw, the Subdivision Regulations, and the Massachusetts Wetlands Protection Act. Conformance review for each requires a different process. In addition, all projects require a Building Permit to comply with the Massachusetts Building Code.

Zoning Bylaw

The Granby Zoning Bylaw promotes the public health, safety, and welfare of the Town by regulating the way land is used in the town. The Bylaw consists of two components: the [Zoning Map](#), which divides the Town into various geographic zoning and overlay districts, and the [Zoning Bylaw](#), which details the regulations applying to those districts. Several types of regulations are contained within the Zoning Bylaw:

Use Regulations (Section III) – the types of uses permitted in each district. Some uses such as multi-family dwellings, off-street parking & loading, earth removal, swimming pools, and large-scale ground-mounted solar installations have additional regulations described in Section V (Special Use Regulations).

Dimensional & Density Regulations (Section 3.2) – spatial qualities of land use, such as frontage, lot sizes, permitted height, and setbacks of structures within lots for each district.

Overlay District Regulations (Section IV) – modifications or additions to underlying zoning regulations for specific purposes, such as floodplains, water supply protection, agricultural preservation, mixed use development, business park and professional offices. These apply to specific “overlying” geographies, mapped or described.

Performance Standards (Section 5.2) – standards for lighting, noise, odor, storm water runoff, erosion control, water quality, explosive materials, screening and buffer requirements that must be met in all districts.

Special Regulations (Section V) – regulations specific to certain uses such as multi-family dwellings, elderly housing, open space communities, earth removal, signs, large-scale ground-mounted solar installations, fences, marijuana dispensaries, and uses in the Village Center district.

Zoning Review is required for any change of use or physical changes to a site or the exterior of a building. Single family residential dwelling units may be permitted by the Building Inspector without the need for review by the Planning Board. The basic level of review by the Planning Board is for developments that require Site Plan Review according to the Schedule of Use Regulations. The Board must approve a Site Plan as long as it meets all zoning regulations.

The Bylaw requires a Special Permit for many uses or developments, in addition to a Site Plan Review. Special Permits are discretionary and may be conditioned or denied by the Planning Board. If your project requires a Site Plan Review and/or a Special Permit, it is important to speak with the Building Inspector, who will guide you through the process.

The following charts show the development review process required for Site Plan Review and/or Special Permits and for Single Family Dwellings. These are followed by an explanation of the processes for Conservation Commission Review and for Subdivisions. As noted above, some projects will require review by multiple boards and permits from multiple departments.

SITE PLAN REVIEW

PRE-APPLICATION: Consult Zoning Bylaw; meet with Building Inspector and/or Planning Board to discuss project.

FILE APPLICATION: Planning Board receives completed application (Application Form and 8 **copies of Site Plan**) Town Clerk stamps it. Applicant may also be required to submit a **deposit** for expenses related to public hearing & review of plans including engineering or planning consulting services.

APPLICATION distributed to:
Building Inspector, Board of Health, Conservation Commission, Select Board, Highway Dept., Fire Dept., Police Dept.

Within 35 days

Within 65 days

COMMENTS from Building Inspector, Board of Health and Conservation Commission are **submitted to the Planning Board**

NOTICE OF PUBLIC HEARING:
Mailed to all abutters within 14 days of hearing
1st notice: published in newspaper and posted by Clerk at least 14 days before public hearing.
2nd notice: published and posted one week before hearing.

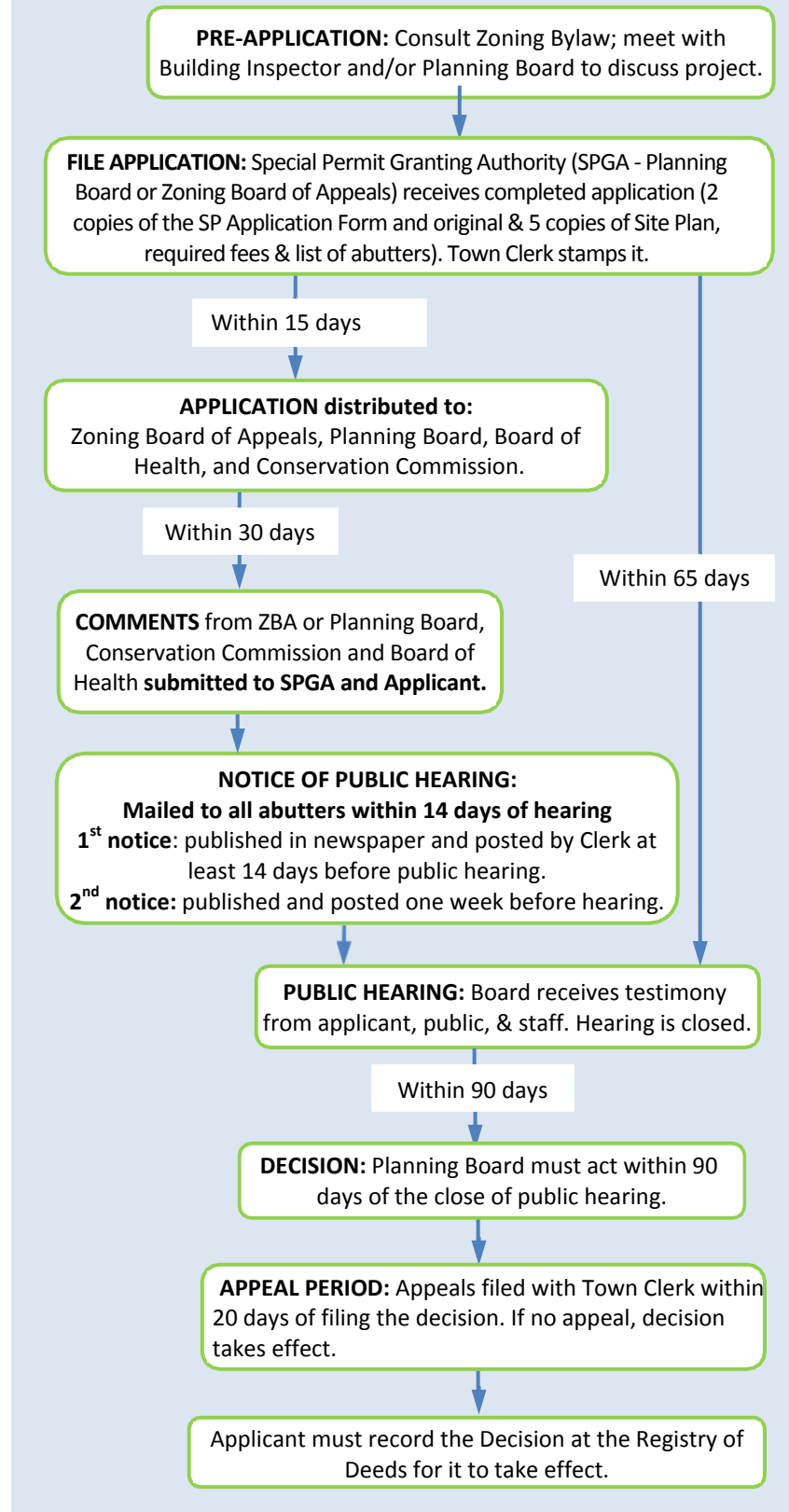
PUBLIC HEARING: Board receives testimony from applicant, public, & staff. Hearing is closed.

Within 90 days

DECISION: Planning Board must act within 90 days of the close of public hearing.

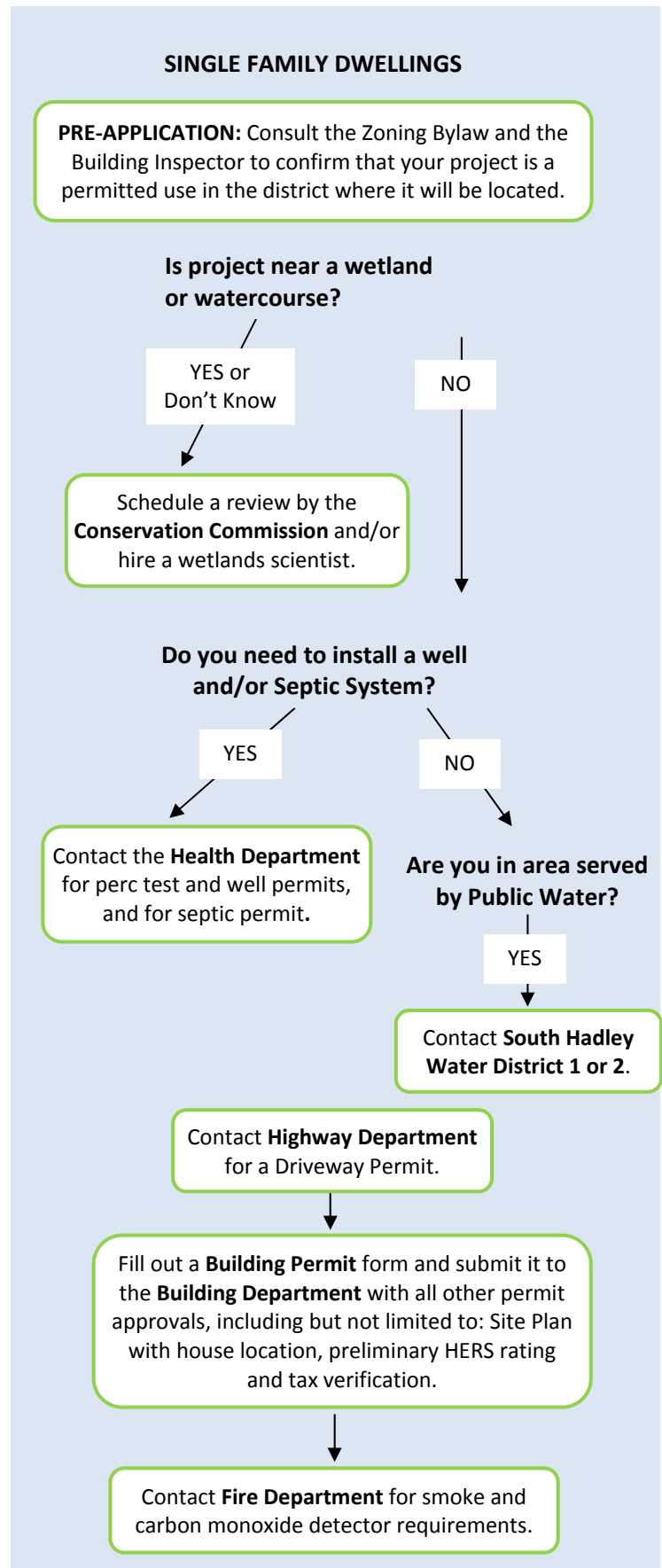
APPEAL PERIOD: An Appeal may be filed with Town Clerk and Zoning Board of Appeals within 20 days of publishing. If no appeal, decision takes effect.

SPECIAL PERMITS



Single Family Dwellings

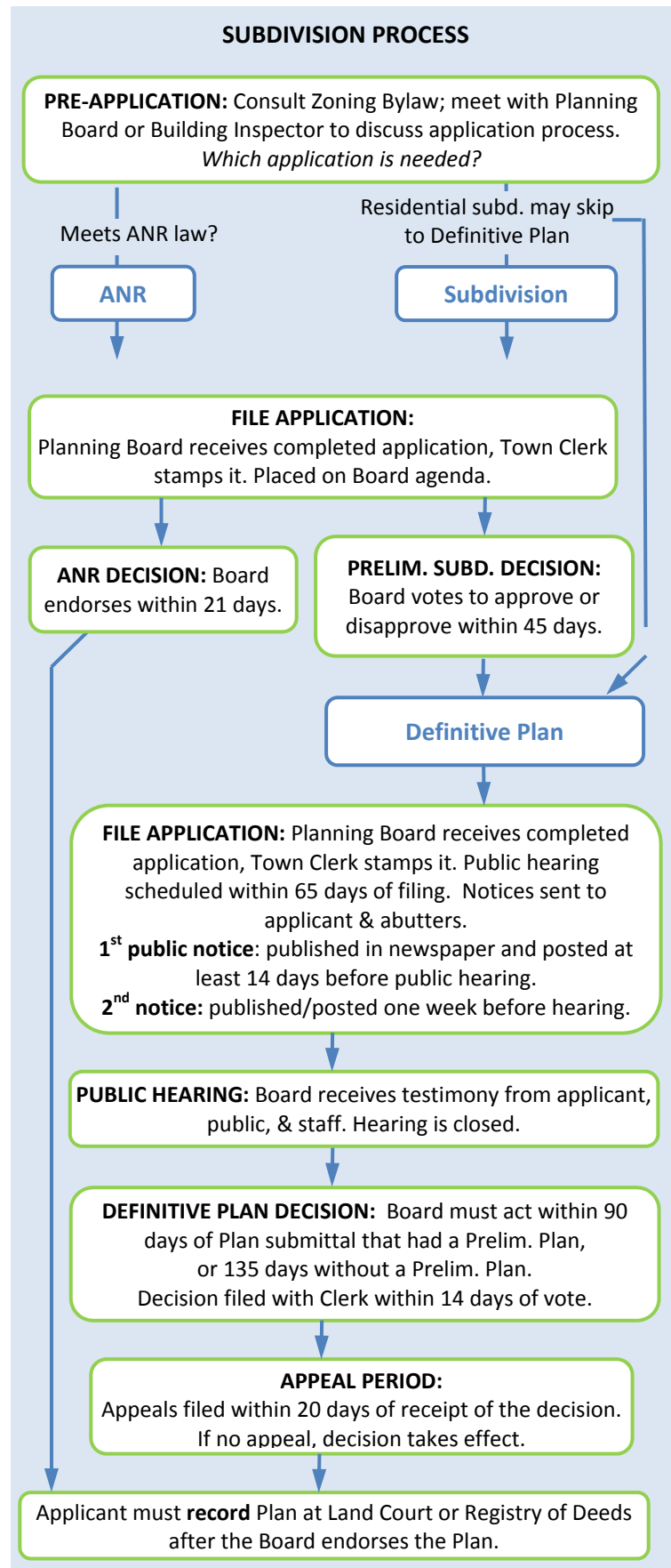
Building of Single Family Dwellings is allowed in the Single-Family Residential, Multi-Family Residential, and Village Center districts without the need for review by the Planning Board or Zoning Board of Appeals. However, the project must comply with dimensional regulations of the district in which it is located, may need to be reviewed by other boards (such as the Conservation Commission), and will likely need permits from other departments (such as the Health and Highway Departments). All development projects, including new home development and alteration of existing homes will need to submit a Building Permit.



Subdivision Regulations

Granby's [Subdivision Regulations](#) regulate the division of land into smaller lots and also dictate standards for new streets, storm water infrastructure, and other improvements. Larger subdivisions typically go through a multi-step review and approval process.

However, under Mass. General Law, if the proposed lot divisions occur along an existing public way with adequate access, and result in lots that conform to zoning specifications for minimum frontage, the subdivision is not subject to Subdivision Control Law. This is known as an Approval Not Required (ANR) subdivision.



Applying for a Variance

If a project cannot conform to the Zoning Bylaw or Subdivision Regulations, owners/developers may seek “variances” from the specific sections of the Bylaw or Regulations that would be violated. This must be done before a project can receive zoning conformance approval.

The Zoning Board of Appeals (ZBA) is responsible for hearing variance request. Under Massachusetts law, variances can only be granted if the ZBA finds *all* of the following exist:

- That a “substantial hardship,” financial or otherwise, exists because of the literal enforcement of the bylaw;
- That this hardship is owed to circumstances related to the “soil conditions, shape, or topography of such land or structures”;
- That these circumstances are “especially affecting” such land but not generally affecting that zoning district; and
- That relief may be granted without “substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose” of the bylaw.

Filing of an Appeal

An appeal may be filed by the applicant, the Pioneer Valley Planning Commission (PVPC), or any person including an officer or board of the Town of Granby or of an abutting city or town aggrieved by an order or decision by the Building Inspector or other administrative official. Appeals are filed with the Zoning Board of Appeals.

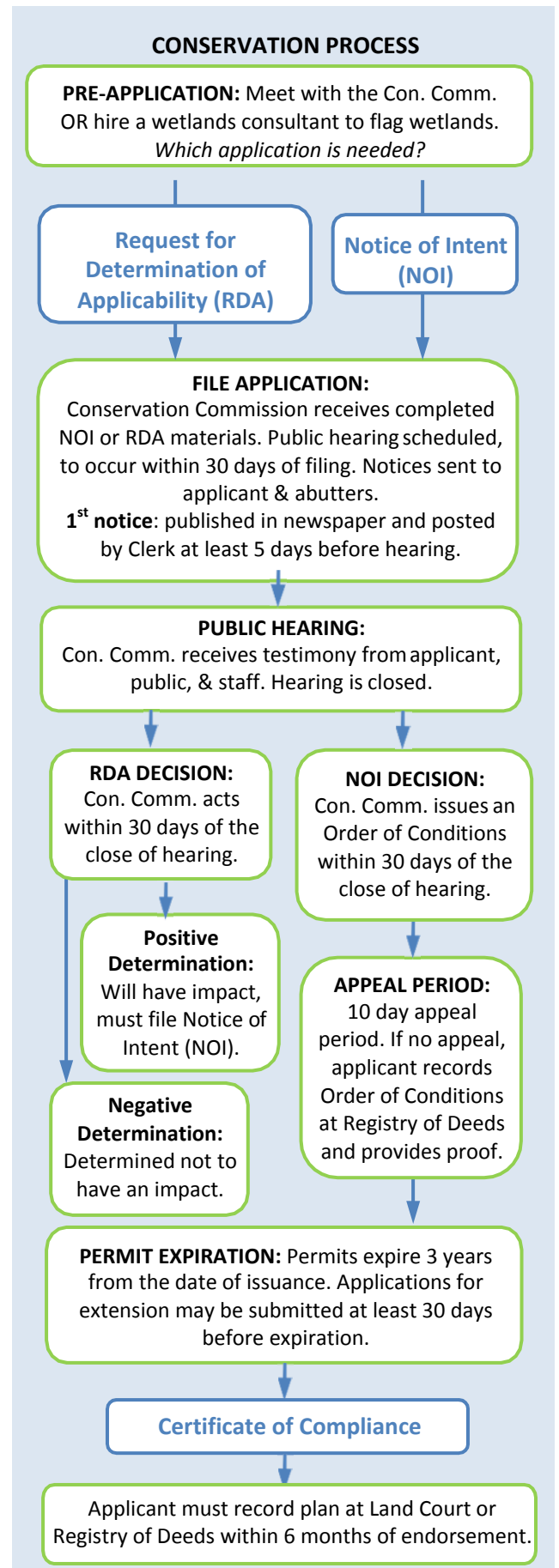


Conservation Commission Review

The Granby Conservation Commission is responsible for reviewing applications for development to ensure that they comply with the Massachusetts Wetlands Protection Act ([MGL 131, Section 40](#)). The Wetlands Protection Act protects wetlands, water sources, and adjoining land areas by preventing or minimizing impacts to these resources. Anyone proposing to remove, fill, dredge, build upon, degrade, discharge into, or otherwise alter resources or areas within delineated areas as noted below will need permission from the Conservation Commission.

- 200 feet within any perennial stream or river;
- 100 feet from any freshwater wetlands, vernal pools, reservoirs, ponds of any size, or lands subject to flooding or inundation by ground or surface water;
- 100-year floodplains;
- No development or disturbance is permitted within a minimum non-disturbance zone of 25 feet from the above resources.
- Exceptions for certain uses may apply.

Wetlands and water bodies are not noted on the Granby Zoning Map. A professional wetlands scientist may be needed to delineate actual resource extent.



State Permits

Curb Cut Permit

Required by the Massachusetts Department of Transportation (MassDOT) for new or altered driveways on any State Roadway (Route202).

Contact: MassDOT, District 2
811 North King Street, Northampton, MA 01060
Phone: (413) 582-0599
<https://www.mass.gov/locations/highway-district-2-office>

The Massachusetts Endangered Species Act (MESA)

The MESA is regulated by the Natural Heritage and Endangered Species Program (NHESP) and requires a permit for alterations to Priority Habitat areas. NHESP Priority Habitat maps are available for review at the Granby Building Department.

Contact: Natural Heritage and Endangered Species Program
Massachusetts Division of Fisheries and Wildlife
1 Rabbit Hill Road, Westborough, MA 01581
Phone: (508) 389-6357
<https://www.mass.gov/orgs/masswildlifes-natural-heritage-endangered-species-program>

Massachusetts Environmental Policy Act (MEPA)

The MEPA requires the submission of an Environmental Impact Report (EIR) for projects and activities undertaken, funded or requiring a permit from state agencies if the project exceeds specified thresholds.

Contact: Massachusetts Environmental Policy Act Office
100 Cambridge Street, Suite 900, Boston, MA 02114
Phone: (617) 626-1031
<https://www.mass.gov/orgs/massachusetts-environmental-policy-act-office>

401 Water Quality Certification

Required by the Massachusetts Department of Environmental Protection (DEP) for any project that will alter over 5,000 square feet of wetlands and/or the dredging of more than 100 cubic yards of Land Under Water as defined in the Massachusetts Wetlands Protection Act.

Contact: Massachusetts Department of Environmental Protection (MassDEP)
Wetlands Program - dep.wetlands@state.ma.us
<https://www.mass.gov/wetlands-protection>

Massachusetts Historical Commission Approval

This approval must be obtained if a designated historical or archeological landmark will be altered or affected by a project undertaken by a state agency or any private party seeking any state funding, permits, or licenses for the project.

Federal Permits

Section 404 of the Federal Clean Water Act

Section 404 of the Clean Water Act (CWA) establishes a program to regulate the discharge of dredged or fill material into the “waters of the United States,” including ponds, rivers, streams and wetlands. Activities regulated under this program include fill or development, water resource projects such as dams or levees, infrastructure development such as highways or airports, and mining projects.

<https://www.epa.gov/cwa-404/section-404-permit-program>

National Historic Preservation Act Section 106 Review

Section 106 Review requires that certain federally assisted, permitted and licensed activities that might have an adverse effect on properties listed with or eligible for listing with, the National Register of Historic Places be reviewed concerning that effect and its consequences. Section 106 review is accomplished by submitting a Project Notification Form to the Mass Historical Commission.

<https://www.achp.gov/protecting-historic-properties/section-106-process/introduction-section-106>

Environmental Protection Agency Storm Water Notices of Intent and/or NPDES Permits

NPDES permits are required for storm water discharges associated with certain industrial activities except operations that result in the disturbance of less than five acres of total land area which are not part of a larger common plan of development or sale. The project owner and operator are required to file a Notice of Intent or pollution abatement plan with the EPA.

<https://www.epa.gov/npdes/npdes-permit-basics>

Frequently Asked Questions

How do I know if a permit or review is needed?

A good rule of thumb is that any work that builds a new structure or alters walls or roofs requires a building permit. Also, garages, sheds, fences, decks and swimming pools require building permits. Sometimes, depending on the project site and characteristics, other permits might be needed. Your best course of action is to ask first – the Building Inspector can help you determine exactly which permits apply to you. Most application forms are available on the town website:

<https://www.granby-ma.gov>.

What if I want to construct a new home or new business?

New construction sometimes requires one or more permits, depending on the size, location, and proposed use of the structure. Your first step should be to consult the Building Inspector. The Building Inspector will discuss with you the property improvements you propose, and what the typical permit requirements are. The Building Inspector will also inform you of other regulations, like environmental regulations, wetlands, etc. that might apply to your site. He will also guide you to the Zoning Bylaw, which specifies minimum lot area; setbacks for front, rear and side yards; and permitted uses in specific districts.

How do I know what laws apply to my project?

Call the Building Inspector. He can help you determine the laws and regulations that govern your project and your site.

What is Zoning?

All property in Granby is classified into one of six zoning districts. These districts define in detail the uses that are allowed in that district by right or by special permit. Each land use has specific regulations for lot frontage, lot area, and yard setbacks. There are also six “overlay districts” (Floodplain, Mixed Use Development, Agricultural Preservation, Professional Office, Business Park, and Water Supply Protection) that stipulate additional development controls in some areas of town.

What is the difference between the Zoning Bylaw and the Building Code?

Zoning regulations are established by the Town. Zoning determines the types of structures and uses that are allowed in each zoning district. No matter where your property is located in town, it is subject to some type of zoning regulation. The Building Code is established by the Commonwealth and applies to all structures and buildings, no matter the use or location. The Building Code sets the minimum safety standards to protect the health and safety of the building occupants and neighbors. The Building Inspector is also the Zoning Enforcement Officer in Granby.

What if my proposed structure is not allowed by the Zoning Bylaws?

Some uses are allowed only with a Special Permit. A Special Permit means that the use is not automatically permitted, but the Town will consider allowing it if it meets certain criteria and is judged to be an overall benefit to the Town. The Zoning Bylaws outline the process and the uses subject to Special Permits (also see page 6 of this Guide). In other cases, when a proposed structure cannot fit properly on a lot, a Variance may be sought. See page 9 of this Guide and/or contact the Building Inspector for more information.

Common Permits and Licenses

Common permits and licenses necessary to build a house, conduct home improvements, start a business, undertake construction, or develop land in Granby are listed below. Hyperlinks are given where downloadable applications are available, but please note that Granby does not have an online submission process at this time – all applications will need to be mailed or hand-delivered.

See the permit application links for specific documents and information that must be submitted with an application – Town staff can help with this also. Keep in mind, most permits require fees to be submitted with an application – the Town’s website or staff can provide accurate fee information.

Residential

Permit/License	Purpose	Issued By	Notes ¹
1- or 2-Family Dwellings	Construction/Repair/Renovation/ Demolition. Inclusive of Private Swimming Pools and Fences.	Building Department	Most small repairs or renovations will not require a special permit.
Accessory Dwelling	Dwellings and housekeeping facilities for employees and non- paying guests of owner, or lessee	Zoning Board of Appeals	SP-ZBA in the RS district only
Bed and Breakfast		Planning Board	SP-SPA/PB Zoning Restrictions.
Congregate Housing for Elderly or Handicapped	Age-Restricted Housing	Planning Board	SP-SPA/PB Zoning Restrictions. See §5.11.
Detached Private Garage or Stables	Exceeding 1,200 ft in Area	Planning Board, ZBA, Building Department	SP-ZBA, SPA-PB Zoning Restrictions.
Electrical Work		Building Department	
Fences	Greater than 6’	Planning Board	SP-PB. Fences on the front property line may not exceed 4’ in height. See §5.98. Zoning Restrictions.
Gas Fitting	New/Replacement/Renovation	Board of Health & Building Department	
Installers and Haulers of Sewage System Removal/Transportation of Contents of Privies, Cesspools, Septic Tanks, and other Offensive Symptoms	Construction/Alteration/Repair/ Installation	Board of Health	
Multi-Family Dwellings	Construction/Repair/Alteration/ Renovation/Change of Use/ Demolition/Occupancy.	Building Department & Planning Board	SP-SPA/PB. Zoning Restrictions. See §5.0.
Open Space Community	Cluster Subdivision to Preserve	Planning Board	SP-SPA/PB. Zoning

¹ Key: SP = Special Permit; SPA = Site Plan Review; PB = Planning Board; SB = Select Board; ZBA = Zoning Board of Appeals

Permit/License	Purpose	Issued By	Notes ¹
	Open Space within a Community		Restrictions. See §5.1.
Percolation Tests	Determine soil suitability for a septic system	Board of Health	
Plumbing	New/Replacement/Renovation	Board of Health & Building Department	
Removal of Soil, Loam, Sand, Gravel, Rock, Quarried Stone or Other Earth Projects		Select Board	SP/SB Zoning Restrictions. See §5.8.
Rest Home, Convalescent or Nursing Home		Planning Board	SP-SPA/PB
Sheet Metal	New/Renovation/HVAC/Metal Watershed Roofing/Kitchen Exhaust System/ Metal Chimney/Vents/Air Balancing	Building Department	
Signs	Construction/Repair/Renovation	Planning Board, Building Department	Zoning Restrictions. See §5.5.
Stormwater Management and Discharge		Highway Department	NPDES Permit
Subdivisions, Residential (New Streets)	Creation of new lots with access on new streets	Planning Board	See Planning Board's Subdivision Regs.
Subdivisions, Residential (No New Streets)	Creation of new lots with access on existing streets	Planning Board	ANR process. See page 8.
Trench Permit	To protect public safety when making a trench for a construction purpose	Building Department, Highway Department	
Wells	Construction or Decommissioning	Board of Health	
Woodstoves & Wood Boilers		Fire Department, Building Dept.	Board of Health has a moratorium on outdoor wood boilers.

Accessory Uses

Permit	Purpose	Issued By	Notes
Home Shop	Use of a dwelling for an antique shop, gift shop, etc.	Planning Board & Zoning Board of Appeals	SP-ZBA, SPA-PB. Zoning Restrictions.
Home Occupation, Home Professional Office, Home Studio or Business	Use of a dwelling for an office, music studio, artist, etc.	Planning Board	SP-SPA/PB. Zoning Restrictions.
Parking of more than 1 large commercial vehicle over 2 tons capacity, agricultural use exempt		Zoning Board of Appeals	SP/ZBA. Zoning Restrictions.

Agricultural and Recreational

Permit	Issued By	Notes
Commercial Boarding Stable, Riding Academy (not less than 10 acres of suitable land)	Planning Board	SP-SPA/PB. RS only.
Commercial Golf Course	Planning Board	SP-SPA/PB. Zoning Restrictions.
Commercial Recreational Camping (for transient guests)	Planning Board & Zoning Board of Appeals	SP/ZBA, SPA/PB. No camping unit may be used for more than 60 days in any 10-month period. RS only.
Commercial Hunting, Fishing, Ski Grounds	Planning Board & Zoning Board of Appeals	SP/ZBA, SPA/PB. Shall preserve the open character of the land.

Institutional

Permit	Issued By	Notes
Community Center, Facility for the Elderly	Planning Board	SP-SPA/PB. Zoning Restrictions.
Hospital, Sanitarium	Planning Board	SP-SPA/PB. Zoning Restrictions.
Neighborhood or Community Clubhouse, Headquarters of Fraternal Organization	Planning Board	SP-SPA/PB. Zoning Restrictions.
Private Membership Club	Planning Board	SP-SPA/PB. Zoning Restrictions.
Private Museum, Art Gallery, Craft Center	Planning Board	SP-SPA/PB. Zoning Restrictions.
Private School	Planning Board	SP-SPA/PB. Zoning Restrictions.

Retail & Services

Permit	Issued By	Notes
Auto Service Station, Auto Repair Shop, Auto and Motorcycle Repairs	Planning Board	SPA-PB. Zoning Restrictions.
Bowling Alley	Planning Board	SPA-PB. Zoning Restrictions.
Fast Food Establishment, with a drive thru	Planning Board	SP-SPA/PB. Zoning Restrictions.
Fast Food Establishment without drive-thru	Planning Board	SP-SPA/PB. Zoning Restrictions.
Funeral Establishment	Planning Board	SP-SPA/PB in RS, SPA-PB in GB and I. Zoning Restrictions.
Large Scale Ground Mounted Solar Photovoltaic Installation (LSGMSPI)	Planning Board	SP-SPA/PB. Zoning Restrictions. See §5.99.
Medical or Dental Center or Laboratory	Planning Board	SP-SPA/PB. Zoning Restrictions.
Mixed Residential/Business where uses are located in same building	Planning Board	SP-SPA/PB. Zoning Restrictions.

Permit	Issued By	Notes
Motel or Motor Hotel	Planning Board	SP-SPA/PB. Zoning Restrictions.
Pool, Public	Board of Health	
Printer	Planning Board	SPA-PB. Zoning Restrictions.
Restaurants, Tavern	Planning Board	SPA/PB in GB and I. SP-SPA/PB in VC. Zoning Restrictions.
Retail Store, Office Building, Services, Loan Agency, Bank	Planning Board	SPA-PB in GB and I, SP-SPA/PB in VC.. Zoning Restrictions.
Sale of Used Motor Vehicles	Select Board Planning Board	Select Board issues a Class II license. SPA-PB. Zoning Restrictions.
Telephone Exchange	Planning Board	SPA-PB. Zoning Restrictions.
Theater, Not Drive-In	Planning Board	SPA-PB. Zoning Restrictions.
Veterinary Establishment, Place for Boarding Animals or Raising Pets for Gainful Purpose	Planning Board	SP-SPA/PB in RS, or SPA-PB in GB and I Zoning Restrictions.
Cannabis Retail Operations	Planning Board	SP-SPA/PB. Zoning Restrictions. See §5.12.
Business Estate Lots	Building Department	Zoning Restrictions. See §5.13.

Wholesale, Industrial and Transportation

Permit	Issued By	Notes
Lumber Yard and Similar Operations Requiring Bulk Storage of Materials Outside a Structure	Planning Board	SP-SPA/PB Zoning Restrictions.
Manufacturing, Processing, Fabrication, Assembly, and Storage of Materials	Planning Board	SP-SPA/PB. Zoning Restrictions.
Manufacturing, Processing, Fabrication, Assembly, and Storage of Materials, Mechanical Products or Equipment Specifically Related to Renewable or Alternative Energy	Planning Board	SPA-PB. Zoning Restrictions.
Printing, Publishing, Packaging, Data Processing, and Allied Uses	Planning Board	SP-SPA/PB. Zoning Restrictions.
Radioactive Waste Facility	Planning Board	SP-SPA/PB. Zoning Restrictions.
Research or Development Laboratory	Planning Board	SPA-PB. Zoning Restrictions.

Business Licenses

Permit	Purpose	Issued By	Notes
Businesses	Common Victualer , Entertainment, Automatic Amusement Devices, Taxicab and Limousine, Junk Dealers, and Liquor Licenses	Select Board	Zoning Restrictions.
Commercial Services	Restaurant, tanning salons, hotels, motels, milk & oleo, frozen dessert, body art practitioner & establishment , camp, tobacco sales , massage therapists, catering, mobile or temporary food	Board of Health	Zoning Restrictions.

Granby Boards and Departments

Assessor's Office

The assessors list and value all real properties within the town every 3 years to be submitted to the State Department of Revenue for certification. The assessors do not directly tax any properties. Assessors can provide a [Certified List of Abutters](#) needed for applications requiring Special Permits and Site Plan Review.

Office: Town Hall, 10-B West Street, Route 202, Granby, MA 01033.

Contact: Nicole Menard, Assessor's Clerk. (413) 467-7916.

Board of Health

The Board of Health enforces the state and local health and environmental codes. Among the many permits and certificates it issues are those for septic systems, restaurants and food retailers, public swimming pools, and the raising of livestock and fowl.

Office: Town Hall, 10-B West Street, Route 202, Granby, MA 01033

Contact: Jeanne Crosby, Board of Health Clerk. (413) 467-7177.

Permits Issued: [Construction of a Private Well](#), [Perc Test](#), [Plumbing Permit](#), [Septic System Permit](#), [Recreational Camp Permit](#), [Temporary Food Establishment](#)

Building Department/Zoning Enforcement

Responsible for the issuance of building, electrical, and plumbing permits and their required inspections. The department provides staff support to the Conservation Commission, Planning Board, and the Zoning Board of Appeals. The Building Inspector is responsible for the enforcement of the Town's zoning bylaws. The Building Inspector is appointed on an annual basis by the Select Board.

Office: Town Hall, 10-B West State Street, 2nd Floor, Granby, MA 01033

Contact: Gregory Briggs, Local Inspector of Buildings. (413) 467-7179

Permits Issued: [Building Permit - One- or Two-Family Dwelling](#), [Building Permit - Any Building Other Than A One- or Two-Family Dwelling](#), [Electrical Work](#), [Fences](#), [Gas](#), [Plumbing](#), [Sign Permit](#), [Trench](#)

Conservation Commission

The Conservation Commission is primarily responsible for enforcing the [Wetlands Protection Act](#) and [Rivers Protection Act](#).

Office: Town Hall, 10-B West State Street, 2nd Floor, Granby, MA 01033

Contact: Cathy Leonard. (413) 467-7177.

Permits Issued: [Request for Determination of Applicability](#); [Wetlands Notice of Intent](#)

Fire Department

The Fire Department processes all permits associated with the storage of flammable or hazardous materials, underground storage tanks, the use of explosives or blasting materials and cutting and welding equipment. Also, this department conducts inspections associated with smoke and fire detectors and sprinkler systems.

Office: Public Safety Complex, 259-B East State Street Granby, MA 01033; (413) 467-9696 7 Days a Week: 6 am – 6pm

Contact: John Mitchell, Jr., Fire Chief

Permits Issued: The following permits can all be found on the State of Massachusetts [website](#): Oil Burner Permit, Blasting Permit, Tank Truck Permit, Vent Free Gas Heater Permit, Flammables Storage Permit, Black Powder Permit, Tank Removal Permit (above/underground), Tank Storage Permit, Self Service Gas Station Suppression Permit, Sprinkler System Permit (minor or new construction/additions), Fire Alarm Systems Permit (minor or new).

Highway Department

The Highway Department manages the roads, bridges, and stormwater infrastructure for the Town of Granby. Applications for driveway permits, curb cuts, and stormwater permits should be submitted to the Highway Department.

Office: Town Hall, 10-B West State Street, 2nd Floor, Granby, MA 01033

Contact: David Desrosiers: (413) 467-7575

Permits Issued: Driveway Permit

Historic District Commission

The Historic District Commission reviews applications for any project that is located in the Granby Historic District and is governed by the [Granby Historic District Bylaws](#).

Office: Town Hall, 10-B West State Street, 2nd Floor, Granby, MA 01033

Contact: Cathy Leonard. (413) 467-7177

Permits Issued: Application for a Certificate in a Local Historic District

Planning Board

The Planning Board is responsible for the long term planning of the community through the development of a [Master Plan](#). In accordance with these plans the Board conducts Site Plan Review, reviews Subdivision applications, and reviews some development proposals that require a Special Permit.

Office: Town Hall, 10-B West State Street, 2nd Floor, Granby, MA 01033. Meetings are held at the

Old Carnegie Building, 1 Library Lane

Contact: Cathy Leonard, (413) 467-7177.

Permits Issued: [Site Plan Approval](#), [Special Permits](#), [Approval Not Required](#) (ANR), [Subdivisions](#), [Scenic Road Consent](#)

Select Board

The Select Board is the chief elected body of the Town of Granby committed to inclusive representation of all constituents and protecting the general welfare of the community. The Select Board has six specific areas of authority that are quite important to the Town. These include: the power to prepare the town meeting warrant and call town meetings; the power to make appointments to town boards and offices; the power to employ Town Counsel; the power to employ professional administrative staff; the power to sign warrants for the payment of all town bills; the authority to grant licenses and permits.

Office: Town Hall, 10-B West Street, Route 202, Granby, MA 01033.

Contact: Christopher Martin, Town Administrator. (413) 467-7177.

Permits Issued: [One Day Special Alcohol Permit](#), Special Permit for Earth Removal

Tree Warden

The Tree Warden is responsible for trees located in Town Right-of-Ways and enforces the Public Shade Tree Law, MGL Chapter 87. The Tree Warden should be contacted when development is located to significant or town-maintained street trees.

Office: Town Hall, 10-B West Street, Route 202, Granby, MA 01033.

Contact: David Desrosiers; (413) 467-7575

Permits Issued: Permit for cutting, trimming or removing trees within the right-of-way of Town accepted streets.

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is a permit granting authority that decides upon zoning appeals, special permits, and zoning variances all detailed within the Granby Zoning Bylaw.

Office: Town Hall, 10-B West State Street, 2nd Floor, Granby, MA 01033.

Contact: Cathy Leonard, (413) 467-7177

Permits Issued: Variances, [Special Permits](#), [Appeals](#) of Building Inspector decision