Permitting Guide
Town of Granby, MA

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

January 2020
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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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. Forms for permits and licenses are available on the Town website. 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.

### Board Approvals

- **Planning Board** – Subdivisions, Site Plan Review, Special Permits, Approval Not Required (ANR)
- **Conservation Commission** – Development close to wetlands or water courses
- **Board of Health** – Perc tests, well and septic permits
- **Zoning Board of Appeals** - Variances, some Special Permits
- **Historic District Commission** – Reviews applications for development in the Granby Historic District
- **Select Board** – Some licenses and Special Permits

### Departmental Permits

- **Town Clerk** – Business permits, change of use, Doing Business As (DBA)
- **Highway Department** – Curb cuts, work within the Town Right of Way
- **Building Department** – Building Permit, permits for demolition, electrical, mechanical, plumbing; change of use or occupancy, signs
- **Fire Department** – Smoke & carbon monoxide detectors, storage or use of hazardous or flammable materials

### State & Federal Permits:

- NHESP – Natural Heritage & Endangered Species Program
- MEPA – Mass. Environmental Policy Act
- SWPPP – Federal Storm Water Pollution Prevention Plan– required for activities that disturb more than one acre of land
- State Curb Cut
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

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

FILE APPLICATION: Special Permit Granting Authority (SPGA - Planning Board or Zoning Board of Appeals) receives completed application (2 copies of the SP Application Form and original & 5 copies of Site Plan, required fees & list of abutters). Town Clerk stamps it.

Within 15 days

APPLICATION distributed to: Zoning Board of Appeals, Planning Board, Board of Health, and Conservation Commission.

Within 30 days

Within 65 days

COMMENTS from ZBA or Planning Board, Conservation Commission and Board of Health submitted to SPGA and Applicant.

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: Appeals filed with Town Clerk within 20 days of filing the decision. If no appeal, decision takes effect.

Applicant must record the Decision at the Registry of Deeds for it to take effect.
**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.

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**SINGLE FAMILY DWELLINGS**

**PRE-APPLICATION:** Consult the Zoning Bylaw and the Building Inspector to confirm that your project is a permitted use in the district where it will be located.

1. **Is project near a wetland or watercourse?**
   - **YES or Don’t Know**
     - Schedule a review by the Conservation Commission and/or hire a wetlands scientist.
   - **NO**

2. **Do you need to install a well and/or Septic System?**
   - **YES**
     - Contact the Health Department for perc test and well permits, and for septic permit.
   - **NO**

3. **Are you in area served by Public Water?**
   - **YES**
     - Contact South Hadley Water District 1 or 2.

4. Contact Highway Department for a Driveway Permit.

5. Fill out a Building Permit form and submit it to the Building Department with all other permit approvals, including but not limited to: Site Plan with house location, preliminary HERS rating and tax verification.

6. Contact Fire Department for smoke and carbon monoxide detector requirements.
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.

**Subdivision Process**

**PRE-APPLICATION:** Consult Zoning Bylaw; meet with Planning Board or Building Inspector to discuss application process. *Which application is needed?*

- Meets ANR law?
  - ANR
  - Subdivision

**FILE APPLICATION:** Planning Board receives completed application, Town Clerk stamps it. Placed on Board agenda.

- ANR DECISION: Board endorses within 21 days.
- PRELIM. SUBD. DECISION: Board votes to approve or disapprove within 45 days.

**DEFINITIVE PLAN DECISION:** Board must act within 90 days of Plan submittal that had a Prelim. Plan, or 135 days without a Prelim. Plan. Decision filed with Clerk within 14 days of vote.

**APPEAL PERIOD:** Appeals filed within 20 days of receipt of the decision. If no appeal, decision takes effect.

**Applicant must record** Plan at Land Court or Registry of Deeds after the Board endorses the Plan.
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](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  

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  

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](mailto:dep.wetlands@state.ma.us)  
[https://www.mass.gov/wetlands-protection](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.

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

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

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

### Accessory Uses

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<th>Permit</th>
<th>Purpose</th>
<th>Issued By</th>
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<tbody>
<tr>
<td>Home Shop</td>
<td>Use of a dwelling for an antique shop, gift shop, etc.</td>
<td>Planning Board &amp; Zoning Board of Appeals</td>
<td>SP-ZBA, SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Home Occupation, Home Professional Office, Home Studio or Business</td>
<td>Use of a dwelling for an office, music studio, artist, etc.</td>
<td>Planning Board</td>
<td>SP-SPA/PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Parking of more than 1 large commercial vehicle over 2 tons capacity, agricultural use exempt</td>
<td></td>
<td>Zoning Board of Appeals</td>
<td>SP/ZBA. Zoning Restrictions.</td>
</tr>
</tbody>
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### Agricultural and Recreational
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<thead>
<tr>
<th>Permit</th>
<th>Issued By</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Commercial Boarding Stable, Riding Academy</td>
<td>Planning Board</td>
<td>SP-SPA/PB. RS only.</td>
</tr>
<tr>
<td>(not less than 10 acres of suitable land)</td>
<td></td>
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</tr>
<tr>
<td>Commercial Golf Course</td>
<td>Planning Board</td>
<td>SP-SPA/PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Commercial Recreational Camping</td>
<td>Planning Board &amp; Zoning Board of</td>
<td>SP/ZBA, SPA/PB. No camping unit may be used for more than 60 days in any 10-month period. RS only.</td>
</tr>
<tr>
<td>(for transient guests)</td>
<td>Appeals</td>
<td></td>
</tr>
<tr>
<td>Commercial Hunting, Fishing, Ski Grounds</td>
<td>Planning Board &amp; Zoning Board of</td>
<td>SP/ZBA, SPA/PB. Shall preserve the open character of the land.</td>
</tr>
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<td></td>
<td>Appeals</td>
<td></td>
</tr>
</tbody>
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**Institutional**

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

**Retail & Services**

<table>
<thead>
<tr>
<th>Permit</th>
<th>Issued By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Service Station, Auto Repair Shop, Auto and Motorcycle Repairs</td>
<td>Planning Board</td>
<td>SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Bowling Alley</td>
<td>Planning Board</td>
<td>SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Fast Food Establishment, with a drive thru</td>
<td>Planning Board</td>
<td>SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Fast Food Establishment without drive-thru</td>
<td>Planning Board</td>
<td>SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Funeral Establishment</td>
<td>Planning Board</td>
<td>SP-SPA/PB in RS, SPA-PB in GB and I. Zoning Restrictions.</td>
</tr>
<tr>
<td>Medical or Dental Center or Laboratory</td>
<td>Planning Board</td>
<td>SP-SPA/PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Mixed Residential/Business where uses are located in same building</td>
<td>Planning Board</td>
<td>SP-SPA/PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Permit</td>
<td>Issued By</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Motel or Motor Hotel</td>
<td>Planning Board</td>
<td>SP-SPA/PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Pool, Public</td>
<td>Board of Health</td>
<td></td>
</tr>
<tr>
<td>Printer</td>
<td>Planning Board</td>
<td>SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Restaurants, Tavern</td>
<td>Planning Board</td>
<td>SPA/PB in GB and I. SP-SPA/PB in VC. Zoning Restrictions.</td>
</tr>
<tr>
<td>Sale of Used Motor Vehicles</td>
<td>Select Board Planning Board</td>
<td>Select Board issues a Class II license. SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Telephone Exchange</td>
<td>Planning Board</td>
<td>SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Theater, Not Drive-In</td>
<td>Planning Board</td>
<td>SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Veterinary Establishment, Place for Boarding Animals or Raising Pets for Gainful Purpose</td>
<td>Planning Board</td>
<td>SP-SPA/PB in RS, or SPA-PB in GB and I Zoning Restrictions.</td>
</tr>
<tr>
<td>Business Estate Lots</td>
<td>Building Department</td>
<td>Zoning Restrictions. See §5.13.</td>
</tr>
</tbody>
</table>

**Wholesale, Industrial and Transportation**

<table>
<thead>
<tr>
<th>Permit</th>
<th>Issued By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing, Processing, Fabrication, Assembly, and Storage of Materials</td>
<td>Planning Board</td>
<td>SP-SPA/PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Manufacturing, Processing, Fabrication, Assembly, and Storage of Materials, Mechanical Products or Equipment Specifically Related to Renewable or Alternative Energy</td>
<td>Planning Board</td>
<td>SPA-PB. Zoning Restrictions.</td>
</tr>
<tr>
<td>Research or Development Laboratory</td>
<td>Planning Board</td>
<td>SPA-PB. Zoning Restrictions.</td>
</tr>
</tbody>
</table>
### Business Licenses

<table>
<thead>
<tr>
<th>Permit</th>
<th>Purpose</th>
<th>Issued By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Services</td>
<td>Restaurant, tanning salons, hotels, motels, milk &amp; oleo, frozen dessert, body art practitioner &amp; establishment, camp, tobacco sales, massage therapists, catering, mobile or temporary food</td>
<td>Board of Health</td>
<td>Zoning Restrictions.</td>
</tr>
</tbody>
</table>

### 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