



Mayor Judith Flanagan Kennedy

Welcomes you to Lynn!

OUR GOAL IS TO MAKE IT EASY TO DO BUSINESS IN LYNN

BUSINESS CHECK LIST:

I AM PLANNING ON OPENING A BUSINESS IN THE CITY OF LYNN

- Visit the Economic Development Industrial Corporation, (EDIC) to find out about financing, loan programs and possible site location.

I JUST IDENTIFIED A SPACE FOR MY BUSINESS

- Visit the Inspectional Services Division, (ISD), to make sure that my plans comply with the state building code and zoning ordinance and that the use I intend to give to the space is allowed.
- Arrange an Inspector visit from the Inspectional Services Department to make sure that my space is "Up to Code"
- Obtain an Occupancy Permit from ISD

I WANT TO RENOVATE/ADAPT THE SPACE FOR MY BUSINESS

- Visit the Inspectional Services Division with my Architect/Contractor to make sure my plans comply with applicable state building code and zoning ordinance.
- Go to the Inspectional Services Department for a building permit

MY BUSINESS PROVIDES FOOD SERVICES:

- Call the Food Inspectors at the Inspectional Services Division to ensure that my plan comply with State Sanitation Code and obtain the required Food Permits.
- Call the Licensing Commission to apply for a Common Victualer's License
- Call the Licensing Commission if I want to apply for a Liquor License or a Beer and Wine License

BEFORE I OPEN MY BUSINESS

- Visit the City's Clerk to file for a Business Certificate, if I have not incorporated my business at the State
- Bring the Occupancy Permit from ISD to the City Clerk's office with proper Identification
- Confirm with the Inspectional Services Division that I complied with all zoning requirement and was granted permits and variances from the Planning and Zoning Boards in case I needed them (Special Permit with Site Review, and Zoning Variances)

WHO TO CONTACT AT LYNN CITY HALL

CITY CLERK ----- Lynn City Hall – Room 201 – 781-586-6726

MARY AUDLEY

- Business Certificates
- Advertising, Sign or Awning License
- Auction, Raffle & Bazaar Licenses
- Billiard Tables/Pool Tables/ Bowling Alley
- Extended Retail Hours Licenses
- Garage/Auto Repair/Used Car Dealer
- Outdoor Parking or Seating Licenses
- Open Air/Transient Vendor Licenses
- Physician/Optometrst/Osteopath/
- Chiropractic Registration
- Peddler/Vendor/Dealer Licenses
- Taxicab Related Licenses

Licensing Commission ----- City Clerk’s Office- Room 201 - 781-586-6803

- Liquor Licenses
- Beer and Wine Licenses
- Entertainment and Dance Licenses
- Common Victualer Licenses
- City Council Approvals/ Special Permits

INSPECTIONAL SERVICE DEPARTMENT, (ISD) ----- ISD – Room 401 – 781-581-6718

Michael Donovan – Commissioner

- Building & Demolition, Disposal Permits
- Plumbing, Wiring, Gas Permits
- Health Inspectors
- Rodent and Sanitary Code Compliance

Planning Department

- Zoning Special Permits
- Planning Board
- Zoning Board
- Zoning Variances

ECONOMIC DEVELOPMENT INDUSTRIAL CORPORATION OF LYNN, (EDIC/Lynn)

James M. Cowdell – Executive Director ----- EDIC/Lynn -Room 307 -781-581-9399

- Business Development (Business planning, financing, Site location)
- Loan Programs
- Tax Incremental Financing

OFFICE OF COMMUNITY DEVELOPMENT, (CD)

James Marsh – Director ----- CD, Room 315 - 781-586-6770

- Façade Improvement Program
- Traffic Island plantings

DEPARTMENT OF PUBLIC WORKS, (DPW)

**Commissioner ----- 250 Commercial Street, Lynn, MA
781-268-8000**

- Street opening permits
- Recycling information
- Snow Plowing
- Dumpsters