

Planning & Zoning

The Planning Board and Zoning Board of Appeals are Special Permit Granting Authorities (SPGA) for commercial projects.

This includes:

- ◇ Site Plan Review for new developments
- ◇ Use Special Permit for new and existing sites

Town Clerk's Office

The Town Clerk's Office issues Business Certificates commonly known as a "DBA" or "doing business as."

If a business is registered as a Corporation and uses the same name to do business as, there is no need to obtain a Business Certificate in Town.



Important Contacts

Community Development

978-640-4370

Building Department

978-640-4430

building@teWKsbury-ma.gov

Health Department

978-640-4470

health@teWKsbury-ma.gov

Town Clerk's Office

978-640-4355

townclerk@teWKsbury-ma.gov

DPW/Engineering Department

978-640-4440

Fire Prevention Office

978-640-7823

fireprevention@teWKsbury-ma.gov

Select Board

978-640-4300

Town of Tewksbury Business Guide for Getting Started



Town of Tewksbury

1009 Main Street
Tewksbury, MA 01876
Phone: 978-640-4300



Health Department

How do I open a restaurant?

- ◇ Schedule a walkthrough of an existing or new establishment with the Health Inspector
- ◇ Hire a professional to help prepare a floor plan and details/specifications (“cut sheets”) for all equipment that will be brought/replaced/ installed into the establishment
- ◇ Complete the Tewksbury Health Department Plan Review Package with all supporting documentation
- ◇ A minimum of a 1,500 gallon external grease tank is required for all food establishments

How do I operate a food truck?

- ◇ Apply for a food permit. All food trucks must have a commissary agreement submitted with their application and require inspection.

Building Department

How do I apply for a permit for a commercial project?

- ◇ Submit three sets of scaled plans to the Fire Department for approval
- ◇ Submit building permit application with all supporting documentation
- ◇ Describe the work to be performed
- ◇ Indicate use and occupancy load
- ◇ These requirements are applicable for new construction and any new business moving into existing commercial space

DPW/Engineering Department

What are some of the permits that may be required to open my business?

- ◇ Trench Permit
- ◇ Sewer Connection Permit
- ◇ Sewer Modification Permit
- ◇ Water Connection Permit
- ◇ Physical Alteration Permit
- ◇ The Engineering Department is responsible for Stormwater Management Plan review

Select Board

What are some of the licenses that may be required to open my business?

- ◇ Amusement Device License
- ◇ Auto Class License
- ◇ Common Victualer License
- ◇ Entertainment License
- ◇ Liquor License
- ◇ Business License Transfer
- ◇ Liquor License Transfer
- ◇ These licenses require a public hearing and must conform to regulations set forth by the Commonwealth of Massachusetts

