



Town of Berkley

MASSACHUSETTS

GUIDE TO BUSINESS PERMITTING - 2025



PURPOSE OF THIS GUIDE



This guide is designed to help navigate the process of opening the most common types of business in Berkley: **Retail Business**, **Food Business**, and “**Farm Plus**” (farms that want to offer more than agriculture - weddings, events, serve food for consumption, etc.). This guide provides information on the necessary applications and requirements you will need to open these types of businesses.

The guide is organized in two parts so you can choose whichever order serves your purpose:

PART ONE

Outlines permitting requirements by type of business (your business may require more than one)

Retail Business (No Food)

Food Business (All Types)

Farm Plus

PART TWO

Lists the steps for **each approval in alphabetical order**, including other permits that may be applicable to your business

FOR MORE INFORMATION

For more detailed information, you can visit the Town of Berkley [website](#) or contact Town staff directly.

This guide does not cover all Berkley regulations and permits. Your business may require approvals not listed here. Always consult with the appropriate Town Departments to check compliance with all regulations. It will save you time and money to confirm that your plans, equipment, and facility are compliant with codes and regulations before you buy, install, or build out your business.

We recommend filing applications in person, because staff can check the application for completeness. You can also mail your application.

PART ONE: REQUIREMENTS BY TYPE OF BUSINESS



Retail Business (No Food)



Food Business (All Types)



Farm Plus

Retail Business (No Food)

OVERVIEW

A retail business sells goods other than food directly to consumers. This section does not apply to marijuana dispensaries, liquor sales, or other retail establishments regulated by other sections of law.

BEFORE YOU START

- ✓ Check with the zoning map and zoning [use table](#) (Berkley By-Law Article 21, Section 3.2) that the type of business you want to open is allowed in the location's [zoning district](#)
- ✓ Check with the [Building Inspector](#) that the building or unit you plan to use for your business is for commercial use, which includes meeting standards for accessibility and fire codes
 - If you are planning to change the use of the unit or building (for example: the space was used as a residence previously, you want to use it as an antique store that is open to the public) you may need to file a building permit
- ✓ Check with the [Board of Health](#) that the location you plan to use for your business can support commercial use, meaning there is safe drinking water, and the septic system has sufficient capacity for the public

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Retail Business (No Food)

APPROVALS THAT MAY BE REQUIRED, DEPENDING ON YOUR BUSINESS

Business Certificate

Tobacco License

Liquor License

Common Victualler

Food Permit

Milk and Cream



INSPECTIONS

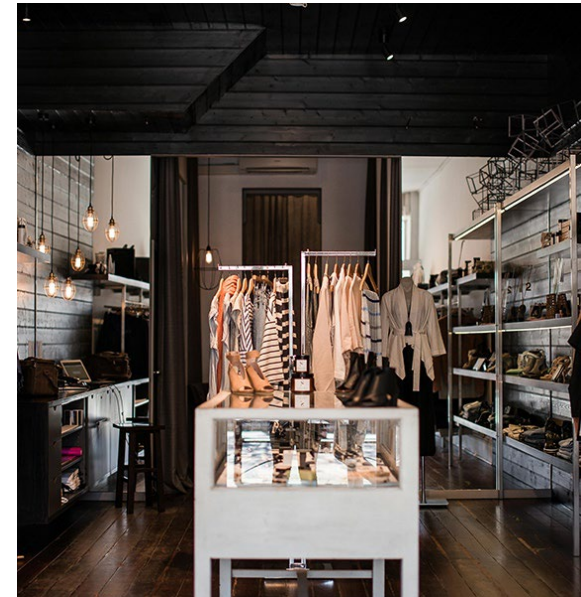
Most retail businesses require yearly inspections by the Building Inspector to ensure the public can safely enter and exit the building or unit.

FOR MORE INFORMATION

Town Administrator's Office

(508) 824-6794

selectmen@berkleyma.us



Food Business (All Types)

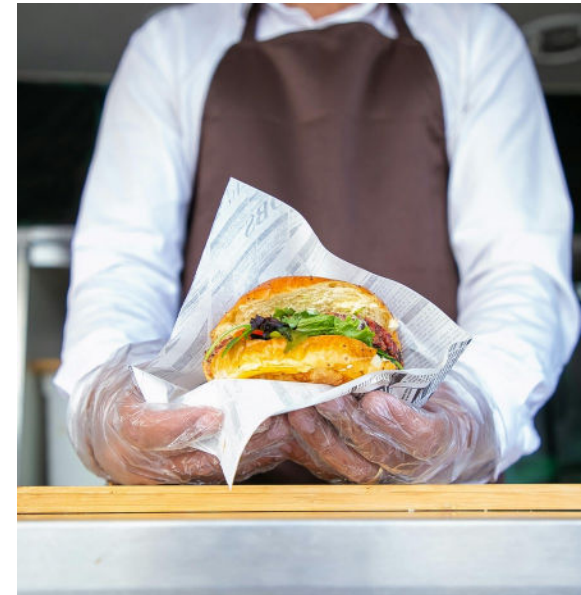
OVERVIEW

A food business is any business that handles or serves food. This includes cooking or otherwise preparing food, processing food, selling food, serving food, and distributing food. Food businesses include take-out establishments, food trucks, caterers, restaurants, or non-profit or community organizations that serve or distribute food.

BEFORE YOU START

- ✓ Check with the zoning map and zoning [use table](#) (Berkley By-Law Article 21, Section 3.2) that the type of business you want to open is allowed in the location's [zoning district](#)
- ✓ Check with the [Building Inspector](#) that the building or unit you plan to use for your business is for commercial use, which includes meeting standards for accessibility and fire codes
 - If you are planning to change the use of the unit or building (for example: the space was used as a residence previously, you want to use it to sell food to the public) you may need to file a building permit
- ✓ Check with the [Board of Health](#) that the location you plan to use for your business can support commercial use, meaning there is safe drinking water, and the septic system has sufficient capacity for the public
 - If you are cooking or otherwise preparing food and not just selling food that comes in commercial packaging from a wholesaler, you are required to have a grease trap

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Food Business (All Types)

REQUIRED APPROVALS

Common Victualler

Food Permit

APPROVALS THAT MAY BE REQUIRED, DEPENDING ON YOUR BUSINESS

Business Certificate **Tobacco License** **Liquor License** **Milk and Cream**

INSPECTIONS

Businesses with a food permit are required to be inspected by an agent of the Board of Health at least twice a year.

Businesses with a liquor license are required to be inspected yearly by the Building Inspector and the Fire Chief.

In addition to these required inspections, the state requires that businesses that cook food hire a certified vendor to clean and inspect your exhaust system for grease build up. Cleaning and inspection requirements depends on the type or volume of cooking.

Here's an overview:

- **Twice a year** cleaning and inspections for most restaurants
- **Yearly** cleaning and inspections for low-volume cooking operations such as senior center, day camps, and churches

For more information, check the Massachusetts State Department of Fire Services [Commercial Cooking Exhaust System Inspections - Hood Cleaning](#) guidance document.



FOR MORE INFORMATION

Berkley Board of Health

(508) 822-7828

boardofhealth@berkleyma.us

Monday - Wednesday:

9:30 AM - 2:30 PM

Berkley Town Hall,
1 North Main Street

Farm Plus

OVERVIEW

Farms are generally regulated by the Massachusetts Department of Agriculture and farming activities are not licensed at the local level. Here we are using the term “Farm Plus” to mean a farm that adds activities that may be subject to local licensing or permitting.

For example, a farm that wants to serve prepared food, alcohol, or hold weddings may be subject to local licensure requirements. If a farm allows members of the public to come on to the property for anything other than purchasing farmstand produce, it is likely that a local license or permit is required.

WHAT PERMITS OR CERTIFICATES ARE NEEDED

If you are hosting one day or temporary events that are not open to the public (invite only), typically the types of permits you need are managed by the third-party vendors that offer the services you need such as:

- Tent or other structures
- Catering, including one day or temporary liquor licenses
- Sanitation such as portable toilets or sinks

If you are installing long-term or permanent fixtures (like a tent) that will be up for months at a time, then normal regulatory approvals for all businesses are required:

- ✓ Check with the zoning map and zoning [use table](#) (Berkley By-Law Article 21, Section 3.2) that the type of business you want to open is allowed in the location’s [zoning district](#)
 - If not, you may need to apply for a **special permit** from the Planning Board



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Farm Plus

- ✓ If you plan to construct or modify any structures (e.g., barns, pavilions) for the events, you will need a **building permit**
- ✓ If you plan to sell or serve liquor, you will need a **liquor license**
- ✓ You may need to bring your parking and site plan to the Planning Board for **site plan review**
- ✓ Check with the **Board of Health** that the location you plan to use for your business can support commercial use, meaning there is safe drinking water, and the septic system has sufficient capacity for the public
 - If you are cooking or otherwise preparing food and not just selling food that comes in commercial packaging from a wholesaler, you are required to have a grease trap
- ✓ If you plan to serve food, you will need a **food permit**
- ✓ If you plan on playing music, you may need an **entertainment license**
- ✓ Large events (100 people or more) with liquor service require a traffic detail from **Berkley Police Department**



PART TWO: APPROVALS IN ALPHABETICAL ORDER

<u>Building Permit</u> (Building Department)	<u>Site Plan Review</u> (Planning Board)
<u>Business Certificate</u> (Town Clerk)	<u>Special Permit</u> (Planning Board)
<u>Food Permit</u> (Board of Health)	<u>Temporary Food Permit</u> (Board of Health)
<u>Liquor License</u> (Board of Selectmen)	<u>Tobacco Permit</u> (Board of Health)
<u>Milk and Cream Permit</u> (Board of Health)	<u>Well Permit</u> (Board of Health)
<u>Septic Permit</u> (Board of Health)	

Building Permit

Overview

COST Fee varies. Check the fee schedule for more details	AVERAGE APPROVAL TIME 7-21 days
HOW OFTEN YOU NEED ONE As often as you make structural changes to your building or unit	CONTACT INFO AND HOURS Building Inspector (508) 824-9286 inspectiondepartment@berkleyma.us Monday, Tuesday, and Thursday: 8:00am - 1:00pm Wednesday: 10:30am - 6:30pm Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS To perform the work described in the application “description of proposed work”	LINKS Building Permit application

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Building Permit

When You Need a Building Permit

If you are constructing a new building for your business, you need a building permit.

If you are renovating an existing building or unit, there's a good chance you need a building permit. Any structural changes such as opening or changing the ceiling, walls, or flooring require a building permit. Changes to electrical wiring or plumbing lines, including installing fixtures, may also require additional permits.

A few exceptions exist for superficial work on an interior space such as painting, wall papering, tiling, carpeting, cabinets, counter tops and similar finish work.

Any building or unit that serves the public must meet state fire codes and state and federal accessibility requirements. A building permit is also required if you want to make changes to meet those codes and requirements, such as installing a ramp.

Overview of the Process

1. Building permits for commercial spaces or buildings must be filed by a contractor with a Construction Supervisor's License (CSL)
2. Depending on the type of work, your application may require plans drawn and stamped by a licensed professional such as an architect or engineer
3. Your contractor with a CSL will submit a completed building permit application, fee, and all required documentation
4. Once the building inspector signs your permit, your contractor may begin work
5. Building permits require more frequent inspections than other permits. Your contractor must call the Building Inspector to schedule inspections. Here are some common inspection milestones:
 - a. Foundation
 - b. Framing
 - c. Electrical
 - d. Plumbing
 - e. Final inspection
6. Once all inspections are completed and your project meets all requirements, you will receive final approval. This signifies that your project is compliant and can be used as intended

Required Documents

The type of work that will be performed determines which documents are required to be submitted with a permit application. At minimum, all building permit applications for businesses must include:

- [Proof of Worker's Compensation Insurance or signed Workers' Compensation Insurance Affidavit](#)
- [Form T \(Tax Information\)](#)

Business Certificate

Overview

COST \$30	AVERAGE APPROVAL TIME 1-3 business days
HOW OFTEN YOU NEED ONE Business certificates last for 4 years	CONTACT INFO AND HOURS Town Clerk (508) 822-3348 TownClerk@berkleyma.us Monday, Tuesday, and Thursday: 9:30am - 2:30pm Wednesday: 9:30am - 6:30pm Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS It certifies that the Town knows that you do business in Berkley. It is not a license to operate; many types of businesses also require licenses or permits.	LINKS Business Certificate Application Business Certificate Information

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Business Certificate

When You Need a Business Certificate

You need a business certificate from the Berkley Town Clerk if you are conducting business in Berkley and either:

1. Use a business name that is different from your legal name
2. Use a business name that is different from the name of your business when it was legally incorporated

Overview of the Process

1. **Submit a complete application, including required signatures.** Signatures must be notarized or signed in front of the town clerk or assistant town clerk

Required Documents

- The signatures of all authorized signatories

Exemptions

You do not need a business certificate if you are doing business under the corporation's name registered with the state of Massachusetts, or your real legal name. There may be other cases that are exempt from business certificate requirements, you can inquire with the Town Clerk for more information.



Food Permit

Overview

COST \$150	AVERAGE APPROVAL TIME 1 - 12 months
HOW OFTEN YOU NEED ONE Yearly. Permits expire on December 31	CONTACT INFO AND HOURS Berkley Board of Health (508) 822-7828 boardofhealth@berkleyma.us Monday - Wednesday: 9:30 AM - 2:30 PM Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS To sell or serve food to the public	LINKS Food Service / Tobacco Permit Application

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Food Permit

When You Need a Food Permit

If you sell or serve food to the public, you need a food permit from the Board of Health



Overview of the Process

1. Before applying for a food permit for the first time, it's best to sit down with Board of Health staff to make sure the space or facility where you plan to prepare and/or serve food meets the food code
2. Once you are sure the space can pass the inspection, submit a completed Food Permit application and pay the fee
3. The Administrative Assistant to the Board of Health will place the application on an upcoming Board of Health meeting agenda
4. The Board of Health will review your application and approve or deny the application
5. If your application is approved, the Administrative Assistant will mail you a copy of your Food Permit

Required Documents

- Food Protection Manager Certification ([MA-DPH list of training vendors and other resources](#))
- Allergen Awareness Certification ([MA-DPH guidance](#))
- [Form T \(Tax Information\)](#)
- [Proof of Worker's Compensation Insurance or signed Workers' Compensation Insurance Affidavit](#)

Liquor License

Overview

COST Cost varies depending on the type of liquor license, check the fee schedule	AVERAGE APPROVAL TIME 1 - 3 months
HOW OFTEN YOU NEED ONE Depends on the type of license. Yearly licenses expire on December 31. One day licenses expire that day	CONTACT INFO AND HOURS Berkley Board of Selectmen (508) 824-6794 selectmen@berkleyma.us or selectmen.clerk@berkleyma.us Monday - Thursday: 9:30 AM - 2:30 PM Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS To serve or sell alcohol	LINKS Alcoholic Beverages Control Commission (ABCC)

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Liquor License

When You Need a Liquor License

If you want to sell or serve alcohol, you must have a liquor license. **Currently, Berkley is at its state quota for yearly licenses.** This may change in the future.



There are various types of licenses depending on whether the sale is for on-premises or off-premises consumption, special events, or agricultural production

These are the different types of liquor licenses:

1. On-Premises Licenses:

- a. All Alcoholic Beverages License
- b. Wine and Malt Beverages License

2. Off-Premises Licenses:

- a. Package Store License (All Alcoholic Beverages)
- b. Package Store License (Wine and Malt Beverages)

3. Special Licenses:

- a. One-Day Special License

4. Farmer Series Licenses:

- a. Farmer Brewery License
- b. Farmer Winery License
- c. Farmer Distillery License

5. Other Licenses:

- a. Caterer License
- b. Club License

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Liquor License

Overview of the Process

1. Contact the Board of Selectmen to confirm availability of a new license
2. Submit a completed application
3. Present your business plan to the Board of Selectmen and possibly attend a public hearing to receive local approval
4. Once you receive local approval, the Town forwards your application to the Alcoholic Beverages Control Commission (ABCC) for state-level approval

Required Documents

- [Proof of Worker's Compensation Insurance or signed Workers' Compensation Insurance Affidavit](#)
- [Form T \(Tax Information\)](#)



Milk and Cream

Overview

COST \$75	AVERAGE APPROVAL TIME 1 - 12 months
HOW OFTEN YOU NEED ONE Yearly. Permits expire on January 1st	CONTACT INFO AND HOURS Berkley Board of Health (508) 822-7828 boardofhealth@berkleyma.us Monday - Wednesday: 9:30 AM - 2:30 PM Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS For your business to use or serve milk or cream	LINKS Food Service / Tobacco Permit Application

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Milk and Cream

When You Need a Milk and Cream Permit

If you have a business that sells or prepares food, and the food includes milk or cream, you need a milk and cream permit as well

Overview of the Process

1. State that you will serve milk and cream on your food permit application and follow the rest of the steps for the **Food Permit** process

Required Documents

See **Food Permit requirements**



Septic (Subsurface Sewage Disposal System) Permit

Overview

COST Fee varies. Check the fee schedule for more details	AVERAGE APPROVAL TIME 1 - 3 months
HOW OFTEN YOU NEED ONE When installing, repairing, or upgrading a system	CONTACT INFO AND HOURS Berkley Board of Health (508) 822-7828 boardofhealth@berkleyma.us Monday - Wednesday: 9:30 AM - 2:30 PM Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS Install, repair, or upgrade a septic system in compliance with MA 310 CMR 15	LINKS Septic permits are only available in hard copy format at the Board of Health

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Septic (Subsurface Sewage Disposal System) Permit

When You Need a Septic Permit

If you are constructing a new building, then you probably need a new septic system as well. If you are changing use, or the system has failed inspection, you may need to repair or upgrade an existing septic system. New septic systems and repairs or upgrades to an existing septic system all require a septic permit.

Overview of the Process

You cannot apply for a septic permit without assistance from licensed professionals. You will need a licensed professional to design your septic plans, and a Berkley-licensed installer to install the septic system. There are multiple stages to a septic permit application.

Percolation Test Steps

1. Before you apply for a septic permit, your hired professional will need to pay for a Percolation Test fee and arrange for percolation test witnessing from the Board of Health

Plan Review Steps

1. Submit a completed Subsurface Disposal Application, six (6) copies of the plan for the septic system, percolation test results, and \$225.00 (for the plan review)
2. If the plan requires variances to the state code, your licensed professional will request an abutter's list from the Board of Assessor's Office
3. Submit the septic plans to the Conservation Commission for review and approval
4. The Town will send the plans to the Town's consultant for review
5. If the application receives Conservation Commission approval and the Town's consultant finds that the plan meets state code, you may apply for a Septic Permit

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Septic (Subsurface Sewage Disposal System) Permit

Septic Permit Steps

1. Submit a completed Subsurface Disposal Application, six (6) copies of the plan for the septic system, percolation test results, and \$375.00 (for the permit)
2. Board of Health staff will add the Septic System Permit to a future Board of Health agenda for approval, including approval of any variances, if applicable. (Board of Health meetings are held on the second and fourth Tuesdays of the month)
3. Once approved by the Board of Health, staff will issue your Subsurface Disposal Application. Your licensed Septic Installer must sign the Subsurface Disposal Permit before work begins
4. Your licensed Septic Installer will call the Board of Health for inspections
5. After the system passes all inspections, Board of Health staff add the Certificate of Compliance, As-Built, and Sieve Test (if applicable) to a future agenda
6. The Board of Health signs the Certificate of Compliance
7. Once you receive your Certificate of Compliance you have completed the process



Site Plan Review

Overview

COST

Fee varies. Check the [fee schedule](#) for more information.

AVERAGE APPROVAL TIME

6 to 8 weeks, minimum

HOW OFTEN YOU NEED ONE

Once, prior to construction or change of use

CONTACT INFO AND HOURS

Berkley Planning Board

Wednesdays 9:30 am – 3:30 pm

(508) 822-5977

planningboard@berkleyma.us

Berkley Town Hall, 1 North Main Street

LINKS

[Site Plan Review application](#)

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Site Plan Review

When You Need a Site Plan Review

You will need to go through the Site Plan Review process if you are constructing a new building, adding or changing parking, changing the use, or cutting or removing vegetation

Overview of the Process

1. Submit a [completed application](#) with the appropriate fee to the Planning Board
2. The Planning Board holds a public hearing where the public (including abutters) may comment on your site plan
 - a) Overview of the public hearing process:
 - i. Request a list of abutters from the Board of Assessor's Office (Monday – Thursday: 9:30am – 2:30pm, Wednesday: 10:30am – 6:30pm)
 - ii. Submit a complete application with the abutters list to the Planning Board
 - iii. The Planning Board schedules the public hearing
 - iv. The Planning Board notifies abutters of your request and the opportunity to make public comment in a legal letter
 - v. The Planning Board posts a legal notice of the public hearing in the local newspaper for two weeks in a row
 - vi. The Planning Board holds the public hearing
 - vii. The Planning Board writes a summary of the outcome of the public hearing with their decision and vote
3. The Planning Board submits the decision to the Town Clerk within 90 days of the hearing
4. There is a 20-day appeal period when members of the public can appeal the Planning Board's decision
5. If there is no appeal, you can file the site plan at the [Northern Bristol County Registry of Deeds](#)



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Site Plan Review

Required Documentation

A full list of the required documents is available in the [Zoning By-law](#)

- At least four (4) copies of the following plan types, stamped by a licensed architect or engineer:
 - Site layout
 - Topography and drainage
 - Utility and landscaping, including drainage calculations
 - Architectural plans, including elevations
 - Landscaping
- Summary of the project
- Written statement that outlines the phases of the project and estimated timeline
- Certification of compliance with state and federal accessibility requirements



Special Permit (Planning)

Overview

COST Fee varies. Check the fee schedule for more information	AVERAGE APPROVAL TIME 6 to 8 weeks, minimum
HOW OFTEN YOU NEED ONE You only need to apply once for that type of use for that specific property.	CONTACT INFO AND HOURS Berkley Planning Board Wednesdays 9:30 am – 3:30 pm (508) 822-5977 planningboard@berkleyma.us Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS Operate your business in that district	LINKS Zoning Use Map Zoning Use Table (Section 3.2 of the Zoning By-law) Special Permit Application

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Special Permit (Planning)

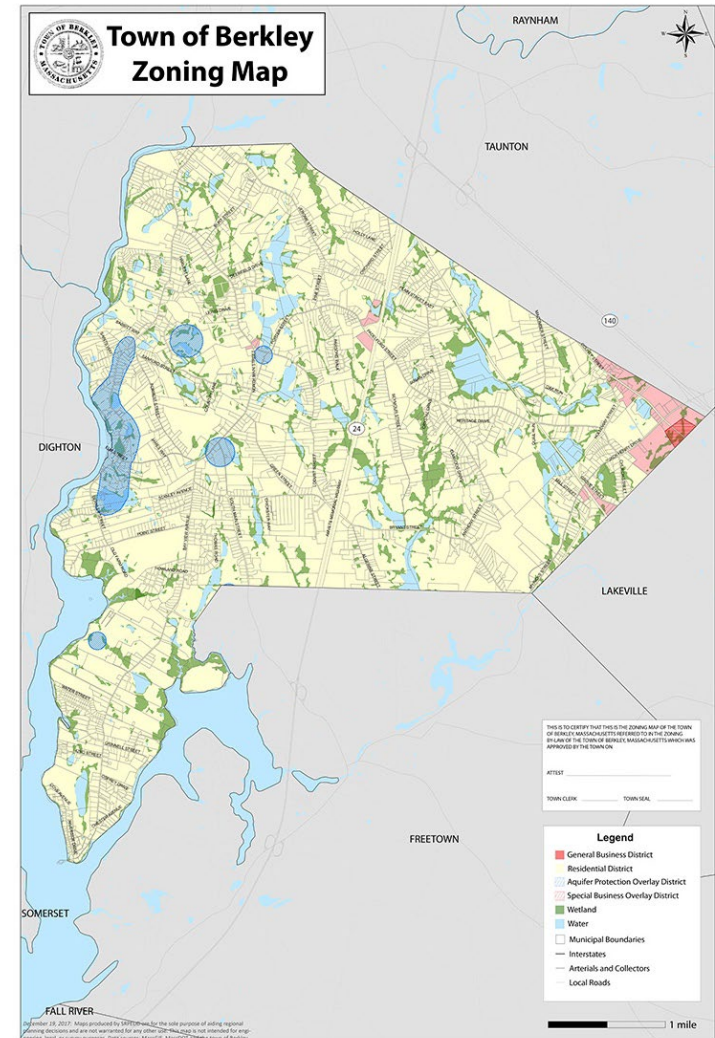
When You Need a Special Permit

You need a special permit from the Planning Board if the type of business (called a “use” in zoning language) you want to open is allowed in the zoning district but only with a special permit.

Berkley’s Zoning By-law determines what a property can be used for, according to the zoning map. Some uses are allowed, but only with permission from the Town. That permission is called a “special permit” and in Berkley special permits for most commercial uses are issued by the Planning Board.

It’s best to check the **zoning map** and the use table (Zoning By-law Section 3.2) under “Commercial Uses” to understand if the use you are considering is allowed in the zone you have in mind. It may be that a feature of the use you are considering (for example, a drive through window for your restaurant) may cause your business to need a special permit. Find the row corresponding to the type of use you are interested in (e.g., single-family home, retail store). Look across the columns to see if the use is permitted (P), requires a special permit (SP), or is not allowed (N) in your zoning district.

The zoning bylaw also includes rules for operating a home business.



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Special Permit (Planning)

Overview of the Process

1. First, get all relevant approvals from other boards and departments (could include: Board of Health, Soil Conservation, Highway, Fire, Building)
2. The Planning Board holds a public hearing where the public (including abutters) may comment on your application for a special permit
 - a) Overview of the public hearing process:
 - i. Request a list of abutters from the Board of Assessor's Office (Monday – Thursday: 9:30am – 2:30pm, Wednesday: 10:30am – 6:30pm)
 - ii. Submit a complete application with the abutters list to the Planning Board
 - iii. The Planning Board schedules the public hearing
 - iv. The Planning Board notifies abutters of your request and the opportunity to make public comment
 - v. The Planning Board posts a legal notice of the public hearing in the local newspaper for two weeks in a row
 - vi. The Planning Board holds the public hearing
 - vii. The Planning Board writes a summary of the outcome of the public hearing including the decision
1. The Planning Board submits the decision to the Town Clerk
2. There is a 20-day appeal period when members of the public can appeal the Planning Board's decision
3. If there is no appeal, file the special permit at the [Northern Bristol County Registry of Deeds](#). Once the special permit is filed at the Registry of Deeds, you are allowed to operate that business in that district if you have all other required permits and approvals

Required Documentation

[Form T \(Tax Information\)](#)

Temporary Food Permit

Overview

COST \$100 per day	AVERAGE APPROVAL TIME 6 to 6 weeks
HOW OFTEN YOU NEED ONE One for each day you plan to sell or serve food to the public in Berkley	CONTACT INFO AND HOURS Berkley Board of Health Monday - Wednesday: 9:30 AM - 2:30 PM (508) 822-7828 boardofhealth@berkleyma.us Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS Serving or selling food to the public for one day	LINKS Food Service / Tobacco Permit Application

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Temporary Food Permit

When You Need a Temporary Food Permit

If you plan to sell or serve food to the public on a temporary basis

Overview of the Process

1. Submit a completed food permit application, identifying the dates you intend to serve or sell food in Berkley and pay the \$100 fee
2. Follow the rest of the steps for the **Food Permit process**

Required Documents

- Food Protection Manager Certification ([MA-DPH list of training vendors and other resources](#))
- Allergen Awareness Certification ([MA-DPH guidance](#))
- [Form T \(Tax Information\)](#)
- [Proof of Worker's Compensation Insurance or signed Workers' Compensation Insurance Affidavit](#)



Tobacco Permit

Overview

COST \$125	AVERAGE APPROVAL TIME 1 month
HOW OFTEN YOU NEED ONE Yearly. Permits expire December 31	CONTACT INFO AND HOURS Berkley Board of Health Monday - Wednesday: 9:30 AM - 2:30 PM (508) 822-7828 boardofhealth@berkleyma.us Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS Selling tobacco products to adults over 21 years of age	LINKS Food Service / Tobacco Permit Application

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Tobacco Permit

When You Need a Tobacco Permit

If you sell tobacco products

Overview of the Process

1. Submit a completed application for a Food Permit, specifying on page 1 that you are applying for a Tobacco Permit and pay the \$125 fee
2. Follow the steps of the **Food Permit application**

Required Documents

- [Form T \(Tax Information\)](#)
- [Proof of Worker's Compensation Insurance or signed Workers' Compensation Insurance Affidavit](#)



Well Permit

Overview

COST \$275	AVERAGE APPROVAL TIME 3 – 12 months
HOW OFTEN YOU NEED ONE Once, when you install a new drinking water well	CONTACT INFO AND HOURS Berkley Board of Health Monday - Wednesday: 9:30 AM - 2:30 PM (508) 822-7828 boardofhealth@berkleyma.us Berkley Town Hall, 1 North Main Street
WHAT IT ALLOWS Your licensed well driller to install a new drinking water well for your home or business	LINKS Well Permit applications are only available in hard copy format at the Board of Health

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Well Permit

When You Need a Well Permit

If you are installing a new well on your property, you must hire a qualified professional to drill the well and test the water to make sure it is safe to drink. The Board of Health reviews both the location of drinking water wells, to make sure they are not near a septic system, and the quality of the water that is drawn from the well, to make sure it is safe to drink.

Overview of the Process

1. Hire a licensed well driller and provide them with the approved septic plans for the property
2. The well driller will submit a completed Well Construction Permit Application, with the \$275 fee
3. The Board of Health will review the application and issue a permit
4. The well driller will submit a sample of the water to a licensed drinking water quality testing lab
5. The well driller will bring the results of the drinking water quality test back to the Board of Health for review
 - a) Depending on the results of the test, your well may require the installation of a filter
 - b) If your well requires a filter, then your well driller must submit a sample of filtered water to the lab for quality testing
 - c) Once your water has passed drinking water quality standards, the lab results must be brought back to the Board of Health
6. The Board of Health will issue a Certificate of Compliance for your well
7. You may use the well for drinking water

Required Documents

- Septic plans
- Results from water quality testing from a licensed laboratory