

List of Relevant Commercial Licenses and Permits 2022

Bedford welcomes your business and our goal is to make the process of permitting and licensing for your business as smooth as possible. For further assistance in determining which permits and licenses you may require, please contact Jeffrey King, Economic Development Director, at 781-275-1111 or jmking@bedfordma.gov

Here are some common permits and licenses that you may need:

Permit/License Name	When do I need this?	Lead Department	Fee	Typical Review Time
Aquifer Protection Permit	If situated in Zone II or Zone III of the Aquifer Protection District.	Town Manager/Select Board 781-275-1111	\$400	35-50 days
Business Certificates	Opening a new business not using a Corporate Name	Town Clerk 781-275-0083	\$35 Renewal every 4 years: \$20	Same day
Biosafety Permit	Using regulated biological agents according to: Regulation on Biosafety and the Use of Regulated Biological Agents	Health Department 781-275-6507	\$500	45 days
Building Permits	Renovating or constructing a new building	Code Enforcement 718-275-7446	\$13 ¹ per \$1,000 valuation	21 days
Certificate of Occupancy/Use	Before opening a business when construction is complete	Code Enforcement 718-275-7446	\$50	2 weeks
Pre-Demolition Checklist Pre-Demolition Requirements Commercial Building Permit	Prior to demolishing a building (demolishing a building built before 1943 requires Historic Commission approval according to Bedford Demolition Bylaw and Pre-Demolition Registration with the Health Department.	Code Enforcement 718-275-7446 Historic District Commission Health Department 781-275-7446	\$20 per \$1,000 of the value of the building \$25 registration fee to Health Department	2 weeks
Fire Plan Review Permit	Before getting a building permit.	Fire Department 781-275-5266	\$100-\$200	2 weeks
Fire Alarm Permit	After building permit is issued and during construction	Fire Department 781-275-5266	\$.005/sf-\$.01/sf minimum \$100	2 weeks

Permit/License Name	When do I need this?	Lead Department	Fee	Typical Review Time
Fire Protection Permit	After building permit is issued and during construction	Fire Department 781-275-5266	\$.005/sf-\$.01/sf minimum \$100	2 weeks
Food Plan Review & Permit	Prior to opening as a food establishment serving food	Health Department 781-275-6507	\$150 ² Annual renewal	1 month
Food Service Establishment Permit	Prior to opening or serving food and annually	Health Department 781-275-6507	\$150-\$550 Annually	1 month
Food/Common Victualers License	Opening a business or hotel serving food.	Select Board Town Manager 781-275-1111	\$50 Annual renewal: \$50	1 month (pending Select Board approval)
Temporary Food Event Permit	Preparing or distributing food to the Public.	Health Department 781-275-6507	\$25 (No charge for non-profits)	2 weeks
Hazardous Materials Contingency Plan Certificate of Compliance	Storing materials that are hazardous (flammable and combustible liquids). Contingency Plan needed as per Control and Hazardous Materials Bylaw	Health Department 781-275-6507	\$200 for Contingency Plan Certificate; ³ Annual renewal \$100	45 days
Hazardous Process Safety Permit	If vessel is used to process 2.5 gallons or more	Fire Department 781-275-5266	\$50 per process classification	14 days
Flammable Material Storage License	Storage of Flammable Liquids Solids and/or Gases	Select Board Town Manager 781-275-1111	\$50 per classification	Varies
Historic District Review Certificate	Changing the exterior of building in the Historic District	Historic District Commission 781-275-7446	\$15	1 month
Home Occupation Permit	Starting a home business	Code Enforcement 781-275-7446	n/a	1 week
Liquor License	Serving alcohol	Select Board/Town Manager 781-275-1111	\$2,250 ⁴ Annual renewal: \$100	1 month (pending Select Board approval)
One Day Special Alcohol License	Serving alcohol for an event	Select Board/Town Manager 781-275-1111	\$35	1 month (pending Select Board approval)

Permit/License Name	When do I need this?	Lead Department	Fee	Typical Review Time
Sewer Use Discharge Permit	Regulates certain discharges into the sewer system	MWRA - Home 617-305-5660 /617-305-5467 Dept. of Public Works	Varies	Varies
Stormwater Permit Application	Any activity that results in land disturbance of one acre or more, unless obtaining an Order of Conditions from Conservation	Public Works 781-275-7605	\$1,000 filing fee plus any consultant review fee	Up to 20 days after completed application received
Sign Permit	Constructing/posting a new sign for your business	Code Enforcement 781-275-7446	\$15 (per \$1000 cost of sign)	10 days
Sign-Temporary Permit	Installing free-standing signs	Select Board/Town Manager 781-275-1111	None.	1 week
Site Plan Review	Developing a site as determined by use according to Bedford Zoning Bylaw	Planning Department 781-275-1548	1/10 th of 1 percent (.001) of estimated construction costs with min of \$500 max \$5,000	1 month
Special Permit	Constructing a new building or addition in certain districts according to Bedford's Zoning Bylaws	Code Enforcement 781-275-7446	\$200 (Commercial) \$400 (Industrial)	8 weeks
Street Opening Permit	Proposing a new street or changes to signage/traffic signals in public roads ⁶	Public Works 781-275-7605	\$85	2 weeks
Water and Sewer Connections	To obtain a water/sewer connection for your business	Public Works 781-275-7605	\$50 inspection: \$1,000 new construction	2 days
Request for Determination of Applicability (RDA) and/or Notice of Intent (NOI)	Work within 100 feet of Wetland Resources	Conservation Commission 781-275-6211	Determination: \$100 NOI: Fee Vary. ⁶	Variable. Typically, 21 days
Zoning Amendments	To propose changes to Bedford's Zoning Bylaws	Planning Department 781-275-1548	n/a	6-12 months (Town Meeting approval needed)

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SPECIALTY	PERMITS			
Limo and Livery Service	Opening a taxi or limo service	Select Board/Town Manager 781-275-1111	\$25 Annual renewal: \$25	1 month (pending Select Board approval)
Swimming Pool-Public/Semi-Public Permit	Operating a public, semi-public or wading pool.	Health Department 781-275-6507	Plan Review: \$150 Permit: \$150	6 weeks
Theater License	Opening a new theater	Select Board/Town Manager 781-275-1111	n/a	Consult Town Manager
Tobacco/Vaping Sales	Selling tobacco/vaping products	Health Department 781-275-6507	\$100	1 month
Used Car Dealership/Class 1 and Class 2 License	Selling used cars	Select Board/Town Manager 781-275-1111	\$100 Annual Renewal: \$100	1 month

Note: Typical review times are approximate and may be longer depending on the complexity of the project and whether application materials are complete.

1 Per \$1,000 of valuation.

2 \$150 for establishments with up to 100 seats up to \$550 with over 400 seats. Mobile food establishments: \$25 to \$100; retail food from \$20 for small scale to \$300 for supermarket.

3 Review and changes to contingency plan is \$300.

4. Package store fee is \$2,250; restaurant fee is \$3,500; hotel fee is \$4,000.

5. Changes in the public road signage/traffic signals may need special approval by Selectmen as Road Commissioners.

6. Fees vary for Notice of Intent. Applicants must pay for legal notice in newspaper.