



BOARD OF SELECTMEN
(781) 231-4124
FAX (781) 231-4109

Town of Saugus
TOWN HALL
SAUGUS, MASSACHUSETTS 01906

Wendy L. Reed, Clerk
Saugus Board of Selectmen
Saugus Town Hall
298 Central Street
Saugus, MA 01906

APPLICATION FOR LICENSE / PERMIT
SAUGUS BOARD OF SELECTMEN

The following is required to be submitted with application for

License and / or Permit: _____

- _____ Town of Saugus application form(s);
- _____ Billing Authorization form for local newspaper legal advertisement;
- _____ 8 ½" X 11" drawing / layout of proposed business;
- _____ 8 ½" X 11" parking plan – this may need to be a certified plan if the Zoning Officer requires. If your business will have shared parking, the parking plan MUST SHOW adequate parking for all businesses using the shared parking;
- _____ Letter explaining the proposed business to include: Hours of operation, number of employees, and any other information that may be helpful;
- _____ Application fee of \$50. made payable to the Town of Saugus.

* If you are applying for License for coin operated devices, the Mass. State Approval numbers are required to be submitted for each device.

You must first check with the Zoning Officer that your proposed business location is zoned properly and you must check on the parking requirements for your proposed business and if a certified parking plan is required for your location.

Once all the required information / documents are received, this office will schedule a public hearing. I will place the legal advertisement in the local newspaper and they will bill you directly.

If you have any questions, please call (781) 231-4124.

