

General Office Opening Process

- 1) Complete Zoning Review and verify that proposed office use is in a business district or in a structure currently used as an office building or space. If yes then go to Step 3.
- 2) Since the location chosen is not an allowed use a variance from the Zoning Board of Appeals is required (See Zoning Board of Appeals procedure and checklist).
- 3) Is the business proposing to use the office space incorporated, if yes go to Step 6.
- 4) Go to the City Clerk's office to obtain Business Certificate.
- 5) If the establishment of this office space requires building alterations or an exterior sign, go the Inspectional Services Department to obtain a Building and Sign Permit (see sign and building permit checklist and process diagrams).
- 6) Open office Space.

Body Shop Opening Process

- 1) Complete Zoning Review and verify that the location of the proposed body shop in a building currently used as a body shop. If yes go to Step #5.
- 2) Determine if the proposed location of the body shop is in a Light or Heavy Industrial Zoning District, if yes go to Step # 4.
- 3) A use variance from the Zoning Board of Appeals is required; see Zoning Board of Appeals process and checklist. After a use variance is granted go to Step #4.
- 4) A special permit from the Lynn City Council is required; see Special Permit Checklist & process. After a Special Permit is obtained go to Step #5.
- 5) Is the proposed business incorporated, if yes go to Step #7.
- 6) Go to the City Clerk's office and obtain a Business Certificate.
- 7) If alterations are required go to the Building Division of the Inspectional Services Department to obtain a building permit (see building and sign permit checklist and process) otherwise go to Step #9.
- 8) Complete renovations/construction and obtain Certificate of Occupancy from the Building Division.
- 9) Go to the Fire Department to obtain required Fire Department issued licenses.
- 10) Open business.

Retail Establishment Opening Process

(No food sales)

- 1) Complete Zoning Review and verify that the location of the proposed retail establishment is in a building currently used as a retail use or in a business district. If yes go to Step #4. If the location of the proposed retail establishment is in a Light or Heavy Industrial District. If yes go to Step #3.
- 2) A use variance from the Zoning Board of Appeals is required; see Zoning Board of Appeals process and checklist. After a use variance is granted go to Step #4.
- 3) A special permit from the Lynn City Council is required; see Special Permit Checklist & process. After a Special Permit is obtained go to Step 35.
- 4) Is the proposed business incorporated, if yes go to Step #7.
- 5) Go to the City Clerk's office and obtain a Business Certificate.
- 6) If alterations are required go to the Building Division of the Inspectional Services Department to obtain a building permit (see building and sign permit checklist and process) otherwise go to Step #9.
- 7) Complete renovations/construction and obtain Certificate of Occupancy from the Building Division.
- 8) Open business.

Food Service Establishment Plan Review Process

All food establishments (no alcohol)

- 1) Obtain and complete Plan Review application from the Inspectional Services Department (ISD) with all required attachments,
- 2) Submit menu or complete list of food and beverages including approximate maximum number of meals to be serviced daily,
- 3) Submit days and hours of proposed operations,
- 4) Manufacture specification sheet for each piece of equipment to be used in business,
- 5) Floor Plan of food establishment drawn to scale on a minimum size of 11 x 14 inch paper showing (as applicable):
 - a. Location of all equipment,
 - b. Location of all sinks; hand, ware washing and food preparation,
 - c. Location of plumbing, electrical and mechanical services,
 - d. Equipment schedule including location of equipment,
 - e. Auxiliary areas such as food preparation, storage, garbage, and toilet rooms,
 - f. Finish schedules for all surfaces in all rooms,
 - g. Entrances, exits, loading areas and delivery docks,
 - h. Lighting fixtures,
 - i. Location and layout of all indoor and outdoor seating and dining areas,
 - j. Source of water and method of sewage disposal,
 - k. Toxic material storage area,
 - l. Employees personal item storage area,
 - m. Interior signage,
 - n. Interior waste storage area,
- 6) Site plan of property showing:
 - a. Location of building on site,
 - b. Adjacent alleys and streets,
 - c. Location of any outside facilities or equipment,
 - d. Dumpster location,
 - e. Parking and loading areas with dimensions of spaces, aisles, loading areas,
 - f. Exterior Lighting,
 - g. Exterior Signage,
- 7) Schedule meeting with Food Inspector to review plan,
- 8) Revise and resubmit plan as required by the Food Inspector,