

The background image shows the exterior of a building with a large glass window and an outdoor patio area. The building has a brick facade and a white awning. The patio area is paved with grey tiles and features several small, square tables with black metal chairs. There are several tall, narrow evergreen plants in pots along the edge of the patio. The sky is bright and clear.

Town of Sharon

Business and Development Guide

Last updated on
January 2022

TABLE OF CONTENTS

Introduction.....	1
Step-by-step guide.....	4
Flowcharts and guides	
Permitting Flowchart.....	5
Subdivision Approval Flowchart.....	6
Variance Process Flowchart.....	7
Septic Approval Flowchart.....	8
Applications, Permits, and Licenses Chart.....	10
Operating a Business From Home.....	11
Opening a(n)	
Restaurant.....	12
Liquor store.....	13
Winery, brewery, or distillery.....	14
Retail store.....	15
Manufacturing facility.....	16
Food market/bakery.....	17
Salon, spa, massage, or treatment facility.....	18
Animal care business.....	19
Manufacturing, growth, or retail marijuana facility.....	20
Additional resources.....	21
More about NRCC.....	22
FAQs	
Building Permits.....	23
Variances.....	24
Special Permits.....	25
Contact List.....	26
Town Offices and Addresses.....	27

WELCOME TO SHARON!

On behalf of the Town of Sharon, its departments, staff, and our community, we welcome you to our beautiful town! We are thrilled that you have chosen Sharon as the location of your business or development and we are here to work with you along the way.

Starting your new business adventure or development plan is certainly exciting, but can also be filled with questions and concerns. Getting started on the right track saves valuable time and resources.

Our goal is to help to make the process of opening, growing, or relocating your business as stress-free as possible! We take pride in our customer service and will do whatever we can to support you in your endeavors.



WHY SHARON?



Angel's Cafe

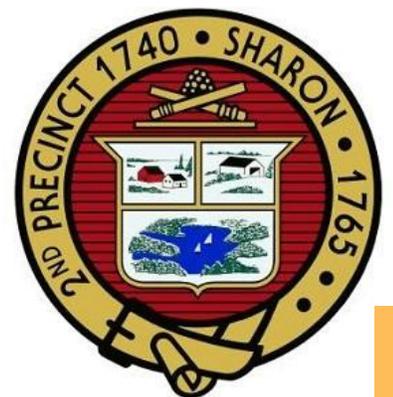
Sharon...

- ... is located halfway between Boston and Providence
- ... has great access to I-95, I-495, and Route 1
- ... has access to the commuter rail and its own train stop



Sharon has a reputation for being beautiful, thanks to its 5,000 acres of protected **open space** (roughly 30% of all land in Town), including Mass Audubon and Borderland State Park, as well as **Lake Massapoag** at its heart.

Sharon is also known for its **excellent schools**, its robust median income of \$127,500, and was voted as **'#1 Best Place to Live'** by Money Magazine in 2013. We hope you enjoy our beautiful town as much as we do!



STEP-BY-STEP GUIDE

1. Check what zone your parcel is in to determine whether your use is permitted by-right, by special permit, or prohibited*.

Business Zone A: Downtown Sharon**. [Click here for zoning guide.](#)

Business Zone B: Sharon Heights & Shaw's Plaza**. [Click here for zoning guide.](#)

Business Zone C: Wilber School Apartments & Keating Park**. [Click here for zoning guide.](#)

Business Zone D: Sharon Gallery**. [Click here for zoning guide.](#)

Light Industrial: Route 1**. [Click here for zoning guide.](#)

*Uses that are not listed in the charts are prohibited.

** Check whether your parcel falls within any Overlay Districts.

If you'd like to access our interactive GIS map to get more zoning information about your district, [click here.](#)

If your parcel is located in Business A/ Post Office Square, click here to see the sign requirements for the Historic District ([221-16](#) and the [Post Office Square Guidelines](#))

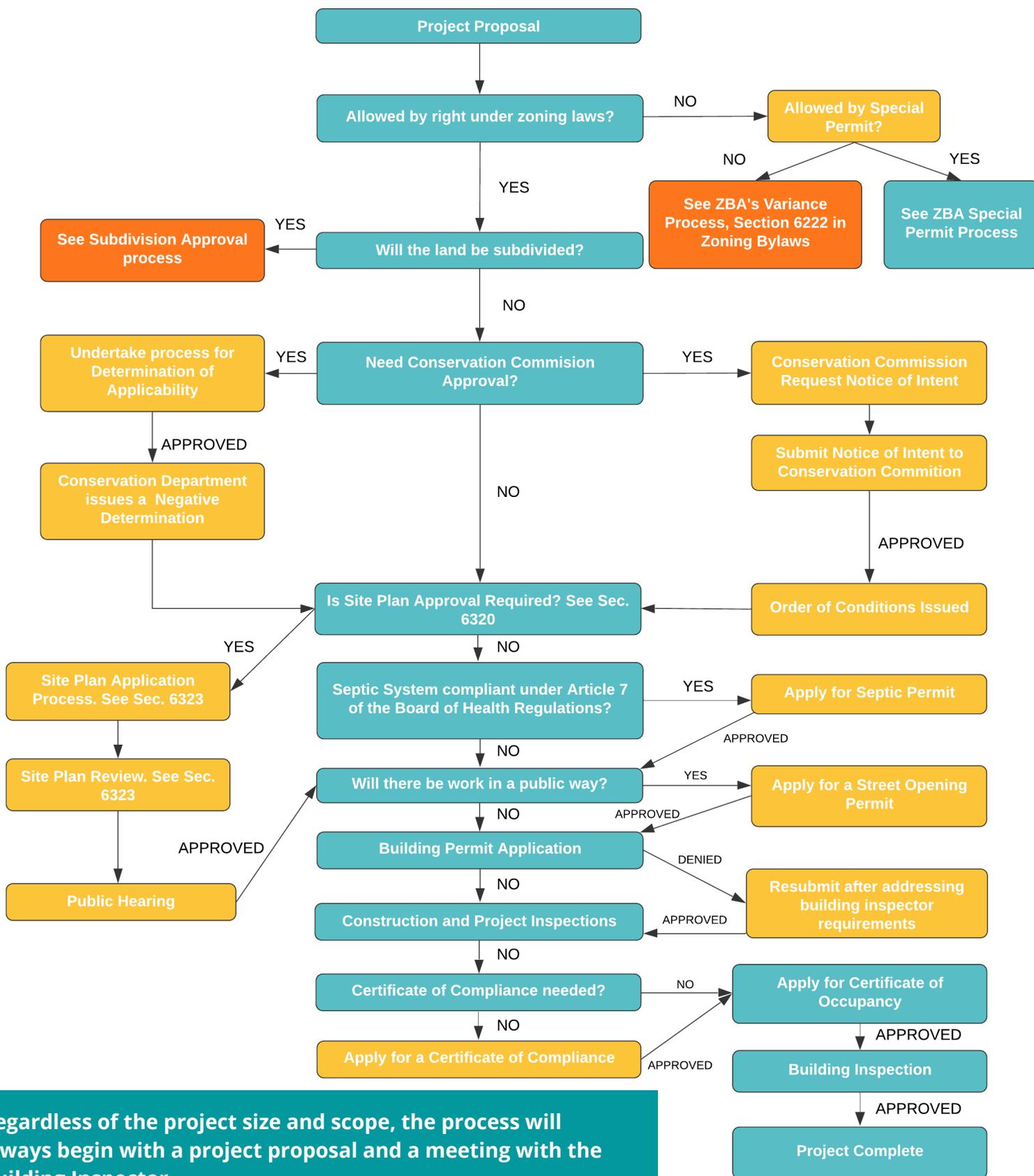
2. Start the permitting process.

See the **permitting flowchart** on the next page.

If needed, also see the flowcharts in the following pages:

- **Variance flowchart;**
- **Subdivision approval flowchart;**
- **Septic tank permitting guide.**

Permitting Flowchart Guide

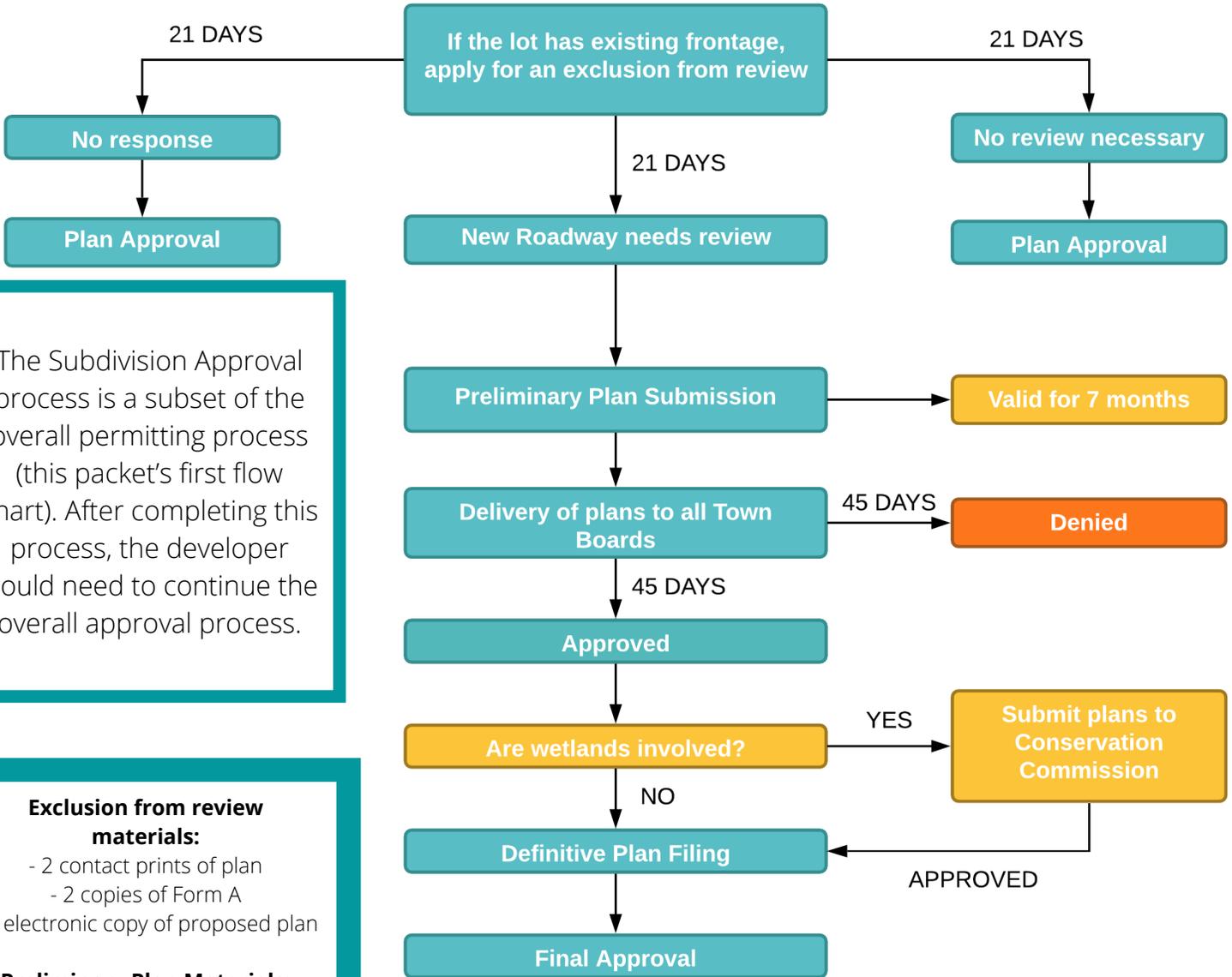


Regardless of the project size and scope, the process will always begin with a project proposal and a meeting with the Building Inspector.

Certain projects require additional steps not seen here. For example, a subdivision must undertake the subdivision process, which has more than a dozen steps on its own, before completing this process. See the following pages for information on the subdivision and variance process.

[Link to Special Permit Procedures](#)
[Link to Section 6222](#)
[Link to Section 6320 and 6323](#)

Subdivision Approval Process

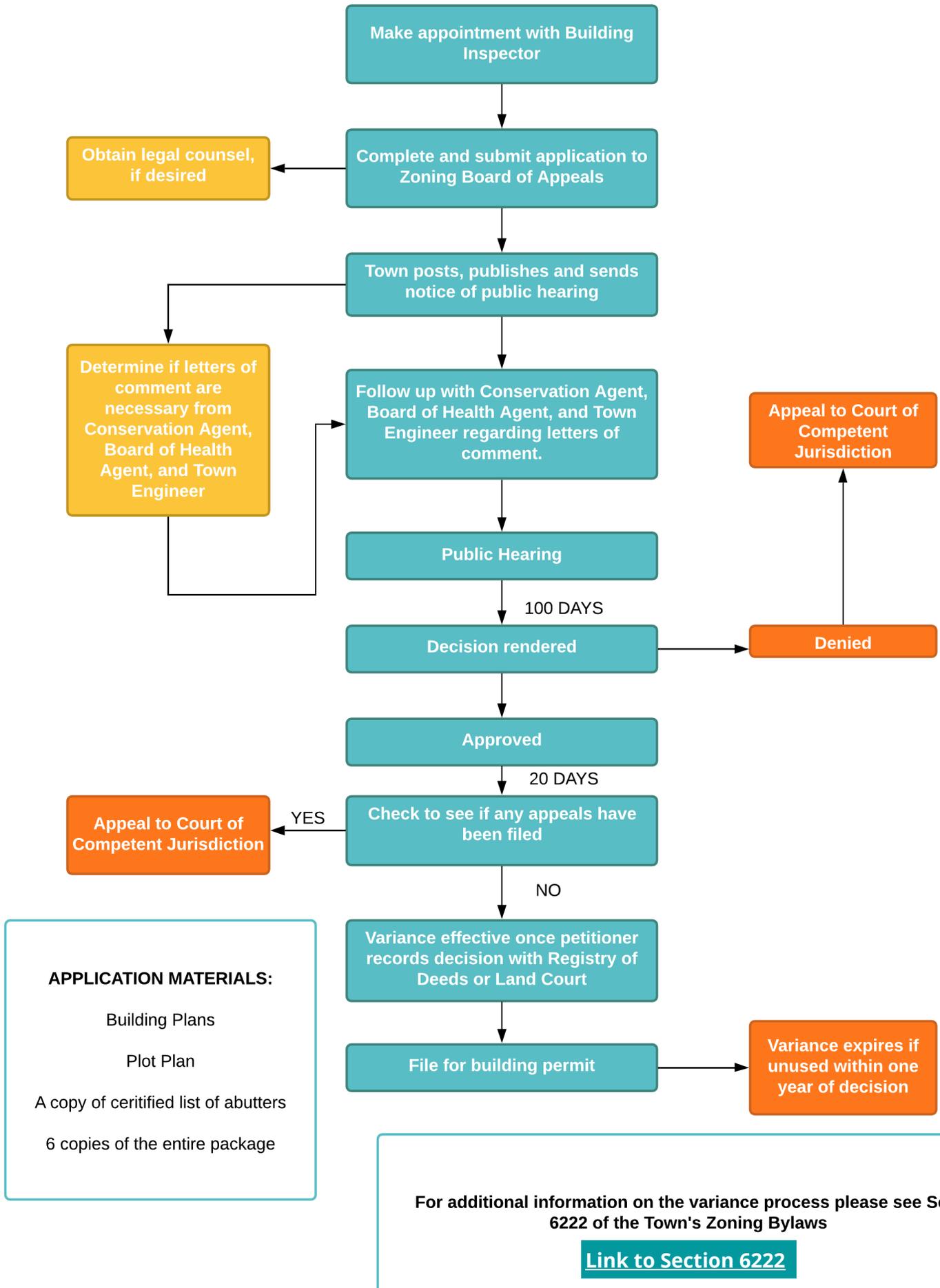


The Subdivision Approval process is a subset of the overall permitting process (this packet's first flow chart). After completing this process, the developer would need to continue the overall approval process.

- Exclusion from review materials:**
- 2 contact prints of plan
 - 2 copies of Form A
 - 1 electronic copy of proposed plan
- Preliminary Plan Materials:**
- 12 prints of plan
 - Minimum filing fee
 - Form B, Form D, Form D-1
- Definitive Plan Filing Materials:**
- Original drawing of definitive plan
 - 12 contact prints of plan
 - Form L, Form C, Form D or D-1, Form E
 - Definitive Plan in DXF/DWG format to the Town Engineer
- Definitive Plan Filing:**
- File a notice with the Town Clerk stating the date of submission to the Board of approval
 - Completed Form C

For more information on the Subdivision Approval Process, please see the Land Subdivision Rules and Regulations, which can be found on the Town's website or by [clicking here](#).

Variance Process

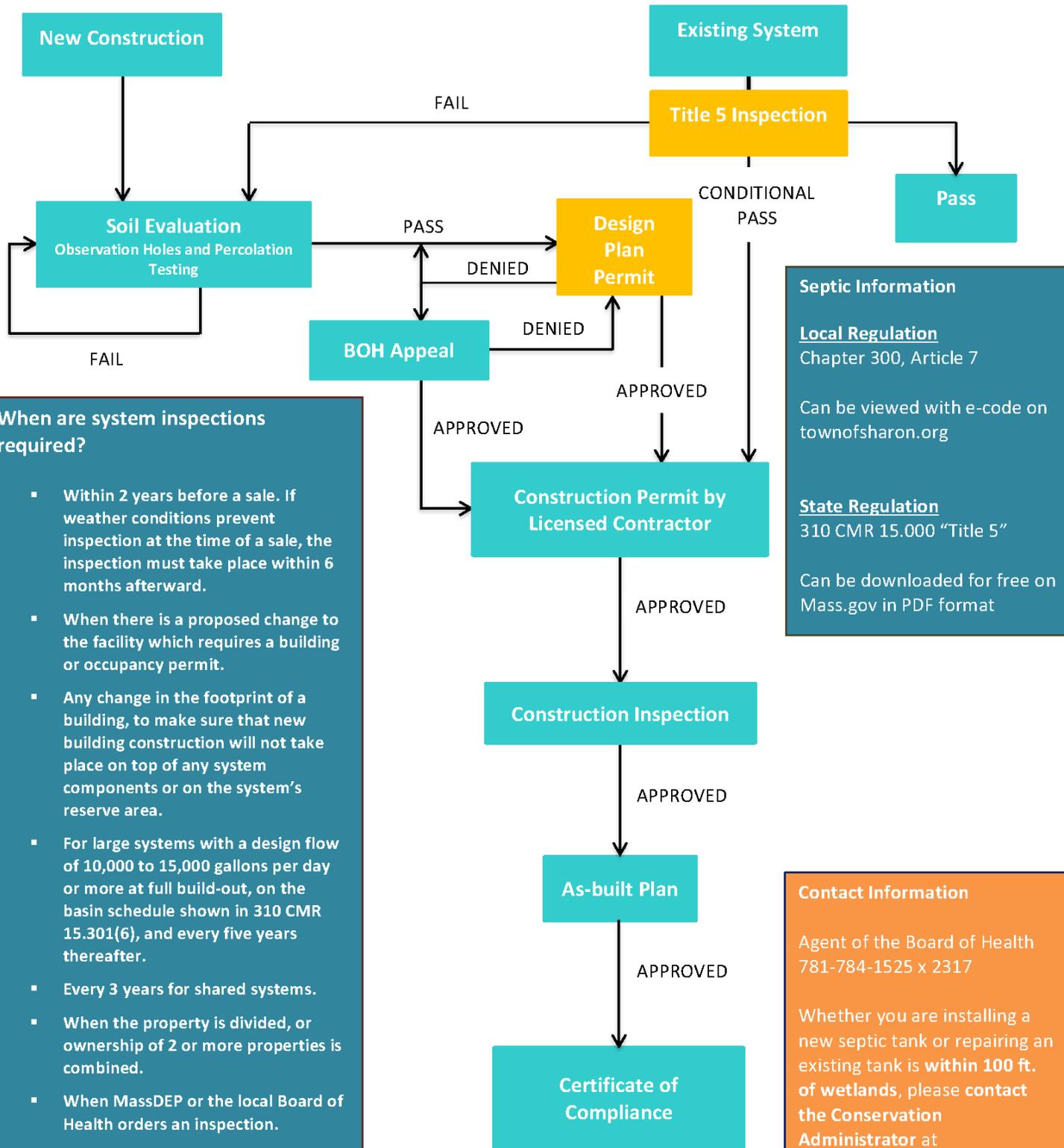


Septic Permitting Process

Town of Sharon
Department of Public Works



Septic Permitting Flow Chart



When are system inspections required?

- Within 2 years before a sale. If weather conditions prevent inspection at the time of a sale, the inspection must take place within 6 months afterward.
- When there is a proposed change to the facility which requires a building or occupancy permit.
- Any change in the footprint of a building, to make sure that new building construction will not take place on top of any system components or on the system's reserve area.
- For large systems with a design flow of 10,000 to 15,000 gallons per day or more at full build-out, on the basin schedule shown in 310 CMR 15.301(6), and every five years thereafter.
- Every 3 years for shared systems.
- When the property is divided, or ownership of 2 or more properties is combined.
- When MassDEP or the local Board of Health orders an inspection.

Septic Information

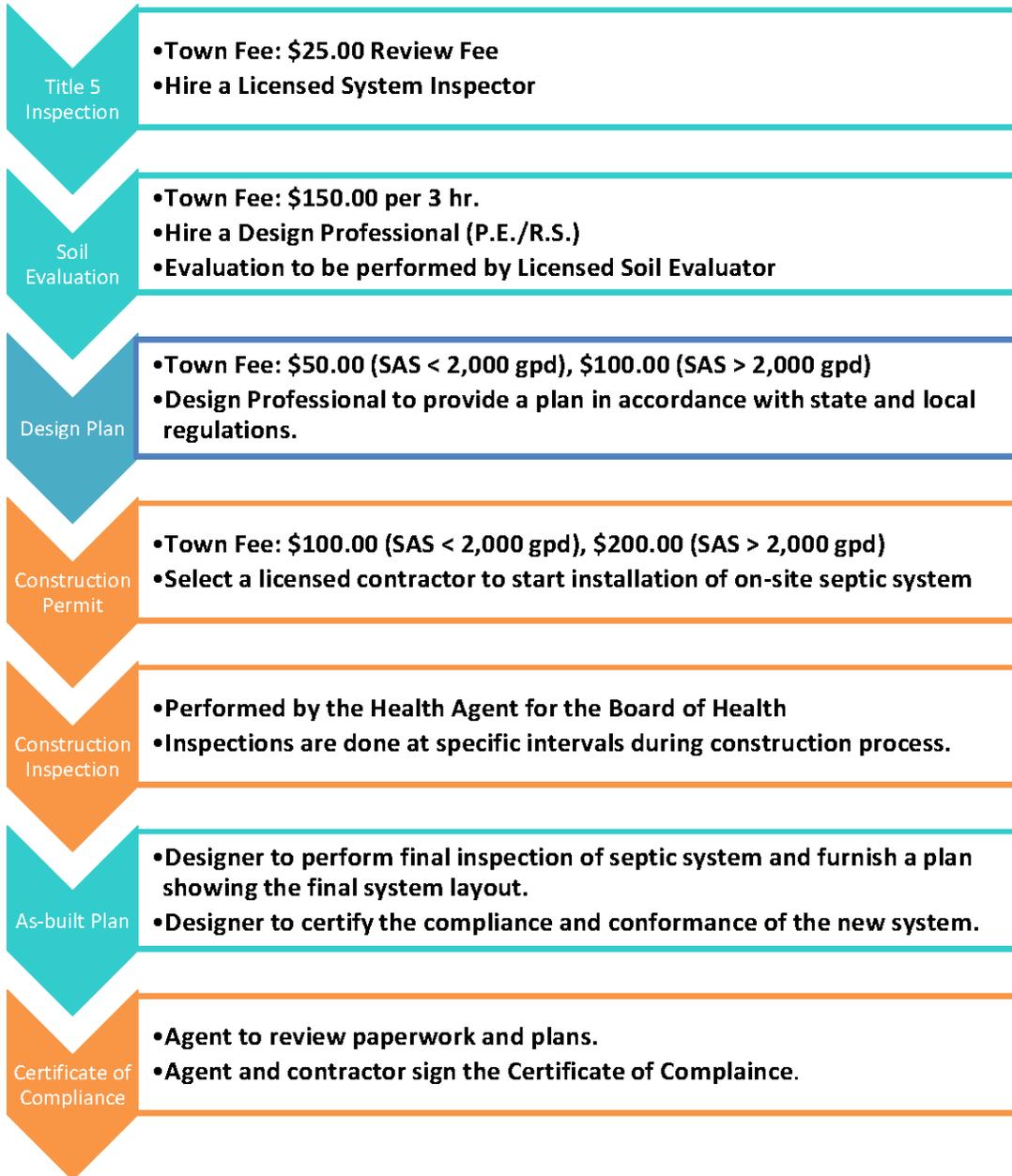
Local Regulation
Chapter 300, Article 7
Can be viewed with e-code on townofsharon.org

State Regulation
310 CMR 15.000 "Title 5"
Can be downloaded for free on Mass.gov in PDF format

Contact Information

Agent of the Board of Health
781-784-1525 x 2317

Whether you are installing a new septic tank or repairing an existing tank is **within 100 ft. of wetlands**, please **contact the Conservation Administrator** at 781-784-1500 x 1703



How often should I pump out my septic system?

Regular pumping helps prevent solids from escaping into the drain field and clogging soil pores. **While pumping frequency is a function of use, MassDEP recommends that systems be pumped at least once every three years.**

APPLICATIONS, PERMITS, AND LICENSES CHART

The chart below indicates which departments you may need to be in contact with in order to obtain the necessary approvals, permits, licenses, and certificates. We cannot list every individual business use, but these are the most popular ones.

TA- Town Administration; **TC-**Town Clerk; **HD-**Health Department; **BD-**Building Department; **PL-**Planning Board; **PD-**Police Department; **FD-**Fire Department

BUSINESS TYPE	TA	TC	HD	BD	PL	PD	FD
Restaurant	x	x	x	x	x		x
Liquor Store	x	x	x	x	x		x
Auto Dealer	x	x	x	x	x		x
Winery, Brewery, Distillery	x	x	x	x	x		x
Food Market/Bakery	x	x	x	x	x		x
Retail Store		x	x	x	x		x
Inn/Hotel/Motel	x	x	x	x	x		x
Body Art/Tattoo		x	x	x	x		x
Biotechnology		x	x	x	x		x
Manufacturing		x	x	x	x		x
Grow and/or Retail Marijuana	x	x		x	x	x	x
Animal Care		x	x	x	x		x
Salon, Spas, Manicurists		x	x	x	x		x
All Other Business Types	Please check with all departments for information						

Note: The Planning Board only needs to be consulted if your business is in Business Zone A or Business Zone C, for exterior modifications, or for a change of use (such as, turning a hair salon into a restaurant), or a change of zoning

As of February 2021, the Town of Sharon no longer has available retail permits for the sale of tobacco products. The ongoing goal of the Board of Health is to move in the direction of limiting tobacco permitting, for the sake of working towards a healthier community.

OPERATING A BUSINESS FROM HOME

What is a home occupation?

A home occupation is a business conducted from a resident's home. The business is secondary to the use of the building for dwelling purposes.

What are the restrictions on the type of business I can operate out of my home?

Subsection 2314D of the Zoning Bylaws states that acceptable home businesses include "the shop of a carpenter, electrician, machinist, paperhanger, plumber, photographer or similar artisan, or an office, studio, or home occupation as described at Subsection 2314 having up to three subordinate nonresident positions accommodated on the premises." See Subsection 2314D for acceptable uses and regulations, and Subsection 2316 for restrictions.

In general, businesses that operate out of a home cannot be detrimental or objectionable to the residential character of the neighborhood. This includes, but is not limited to the following actions; altering the exterior appearance of the home, increasing vehicular traffic, causing the emission of odor, gas or smoke, causing glaring or unshaded lights, creating excessive dust or noise and creating electrical disturbances.

To get started with your home business, please contact:

Zoning Enforcement Officer: Call (781) 784-1525 x2310 to determine whether your proposed use is allowed under our Zoning Bylaws.

Town Clerk: Call (781) 784-1500 x1201 to acquire a Business Certificate

OPENING A RESTAURANT

The Town of Sharon welcomes all new restaurants to join our wonderful community! To get started, you will need to work with a number of town departments and will need a specific set of licenses and permits.

Town Administration: Common Victualler Restaurant license and/or ABCC Application (liquor license)

- As of June 2020, the Town still has plenty of on-premise liquor licenses it can issue.
- Contact the Administrative Assistant to the Select Board at (781) 784-1500 x1162

Town Clerk: Business Certificate

- Contact the Town Clerk at (781) 784-1500 x1201

Health Department: Food establishment permit/plan review

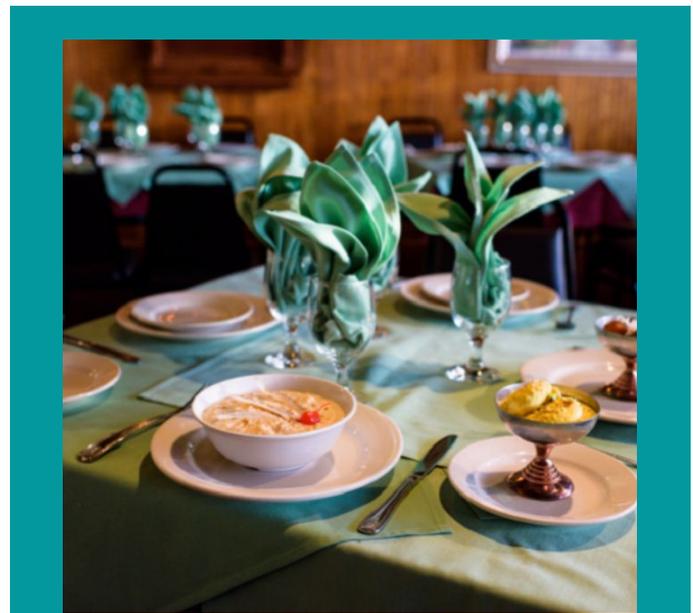
- Contact the Health Department at (781) 784-1500 x1205

Building Department: Permits are needed for new construction or alterations as well as the Zoning Board of Appeals' approval for signage

- Contact the Building Inspector at (781) 784-1525 x2310

Fire Department: New and modified fire suppression/detection systems; general safety inspections

- Contact the Sharon Fire Department at (781) 784-1522



Coriander's Bistro

OPENING A LIQUOR STORE

The Town of Sharon has limited licenses for off-premise consumption. Please check with the Town Administration to determine availability.

Please contact the following departments:

Town Administration: Retail Package and/or ABCC Application (liquor license).

- As of June 2020, the Town no longer has available off-premises all-alcohol licenses, although it can still issue a limited amount of off-premises wine and malt licenses.
- Contact the Administrative Assistant to the Select Board at (781) 784-1500 x1162

Town Clerk: Business Certificate

- Contact the Town Clerk at (781) 784-1500 x1201

Health Department: Tobacco Permit

- Contact the Health Department at (781) 784-1500 x1205

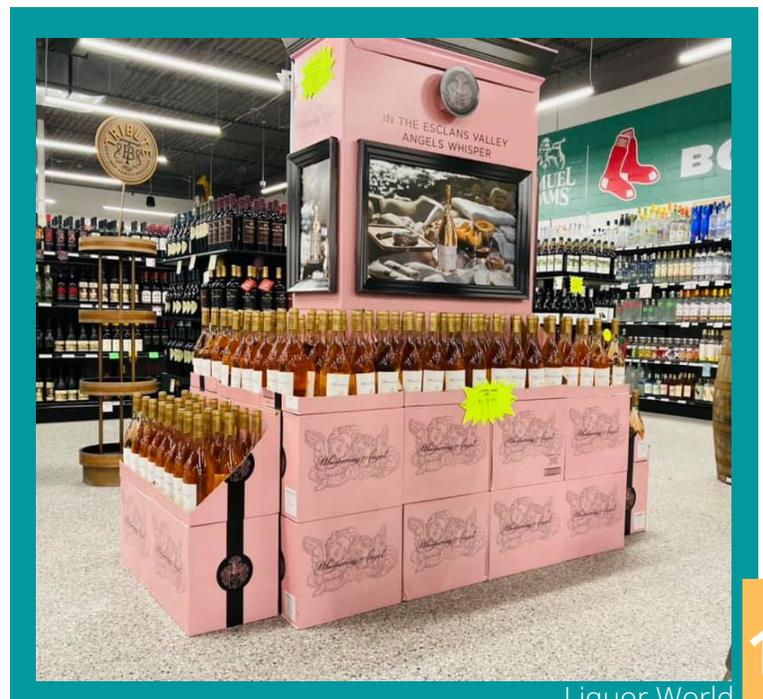
Building Department: Permits are needed for new construction or alterations as well as the Zoning Board of Appeals' approval for signage

- Contact the Building Inspector at (781) 784-1525 x2310

Fire Department: New and modified fire suppression/detection systems; general safety inspections.

- Contact the Sharon Fire Department at (781) 784-1522

Note: As of February 2021, the Town of Sharon no longer has available retail permits for the sale of tobacco products. The ongoing goal of the Board of Health is to move in the direction of limiting tobacco permitting, for the sake of working towards a healthier community.



OPENING A WINERY, BREWERY, OR DISTILLERY

The Town of Sharon has limited liquor licenses. Please check with the Town Administration to determine availability. Additionally, you need to be in contact the following departments:

Zoning Board: Consult the Zoning Board about this use in the Light Industrial district

- Contact the Board at sharonzba@townofsharon.org

Town Administration: Farmer Series Town and ABCC Application (liquor license)

- As of June 2020, the Town no longer has available off-premises all-alcohol licenses, although it can still issue a limited amount of off-premises wine and malt licenses. On-premises all-liquor licenses are still widely available.
- Contact the Administrative Assistant to the Select Board at (781) 784-1500 x1162

Town Clerk: Business Certificate

- Contact the Town Clerk at (781) 784-1500 x1201

Health Department: Food establishment permit if preparing food

- Contact the Health Department at (781) 784-1500 x1205

Building Department: Permits are needed for new construction or alterations as well as the Zoning Board of Appeals' approval for signage

- Contact the Building Inspector at (781) 784-1525 x2310

Fire Department: New and modified fire suppression/detection systems; general safety inspections

- Contact the Sharon Fire Department at (781) 784-1522

Note: As of February 2021, the Town of Sharon no longer has available retail permits for the sale of tobacco products. The ongoing goal of the Board of Health is to move in the direction of limiting tobacco permitting, for the sake of working towards a healthier community.



OPENING A RETAIL STORE

The Town of Sharon embraces new retail establishments with excitement! To get started, you will need to work with a number of Town departments and will need a specific set of licenses and permits.

Town Clerk: Business Certificate

- Contact the Town Clerk at (781) 784-1500 x1201

Health Department: Food establishment permit/plan review

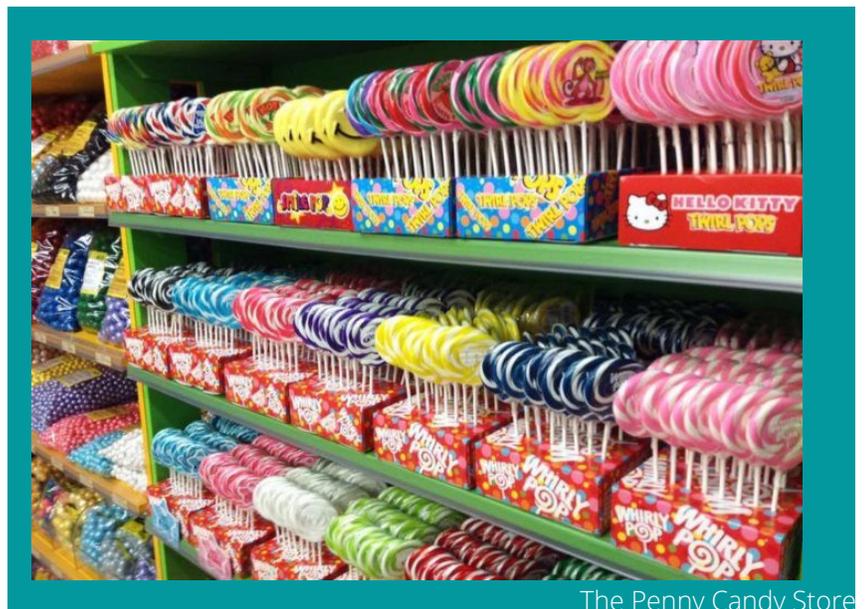
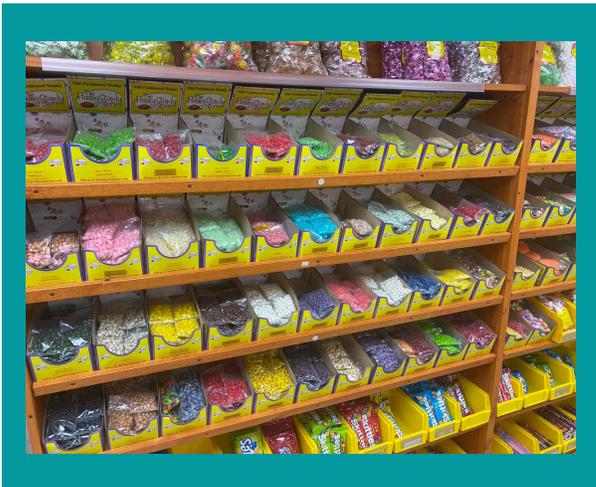
- Contact the Health Department at (781) 784-1500 x1205

Building Department: Permits are needed for new construction or alterations as well as the Zoning Board of Appeals' approval for signage

- Contact the Building Inspector at (781) 784-1525 x2310

Fire Department: New and modified fire suppression/detection systems; general safety inspections

- Contact the Sharon Fire Department at (781) 784-1522



The Penny Candy Store

OPENING A MANUFACTURING FACILITY

The Town of Sharon welcomes you! To get started, you will need to work with a number of town departments and will need a specific set of licenses and permits.

Town Clerk: Business Certificate

- Contact the Town Clerk at (781) 784-1500 x1201

Health Department: Food establishment permit/plan review

- Contact the Health Department at (781) 784-1500 x1205

Building Department: Permits are needed for new construction or alterations as well as the Zoning Board of Appeals' approval for signage

- Contact the Building Inspector at (781) 784-1525 x2310

Fire Department: New and modified fire suppression/detection systems; general safety inspections

- Contact the Sharon Fire Department at (781) 784-1522



Metal Bellows

OPENING A FOOD MARKET/BAKERY

The Town of Sharon welcomes you! Our diverse population enjoys having many options in town that would appeal to different age groups and appetites. To get started, you will need to work with a number of town departments and will need a specific set of licenses and permits.

Town Administration: Common Victualler Restaurant license (if serving prepared food or have seating).

- Contact the Administrative Assistant to the Select Board at (781) 784-1500 x1162

Town Clerk: Business Certificate

- Contact the Town Clerk at (781) 784-1500 x1201

Health Department: Food establishment permit/plan review

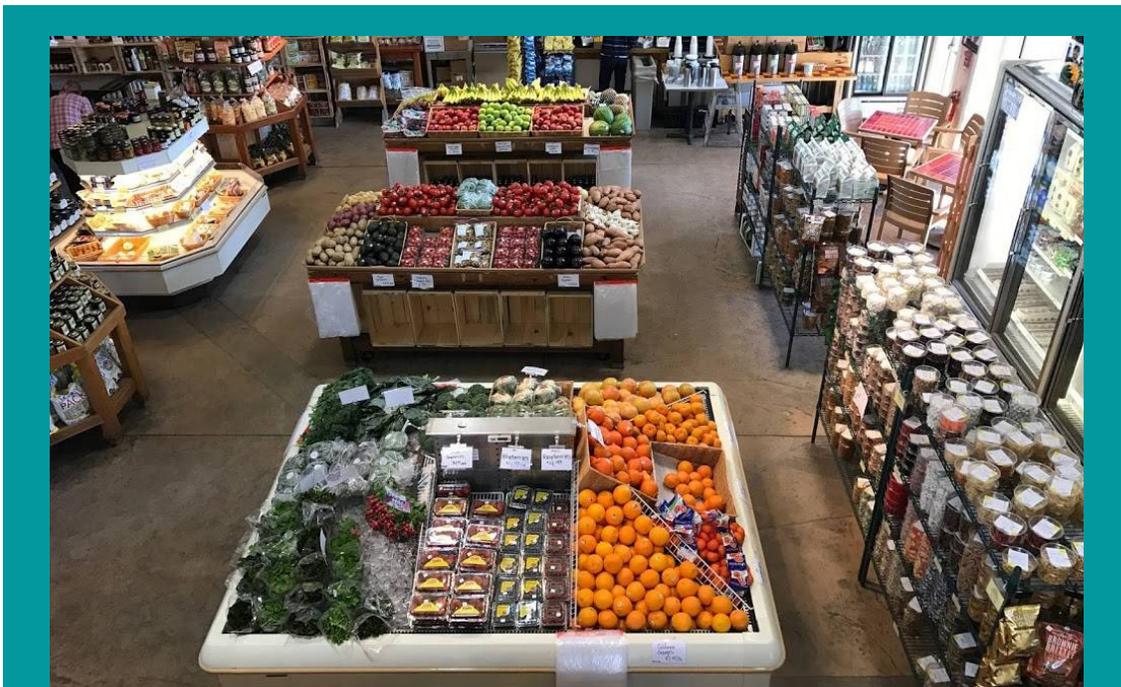
- Contact the Health Department at (781) 784-1500 x1205

Building Department: Permits are needed for new construction or alterations as well as the Zoning Board of Appeals' approval for signage

- Contact the Building Inspector at (781) 784-1525 x2310

Fire Department: New and modified fire suppression/detection systems; general safety inspections

- Contact the Sharon Fire Department at (781) 784-1522



Ward's Berry Farm-- Bakery

OPENING A SALON, SPA, MASSAGE, OR TREATMENT FACILITY

The Town of Sharon welcomes you! The residents of town have always shown strong support for service-based businesses. To get started, please reach out to the following departments:

Town Clerk: Business Certificate

- Contact the Town Clerk at (781) 784-1500 x1201

Health Department: Manicure/pedicure license.

- Contact the Health Department at (781) 784-1500 x1205

Building Department: Permits are needed for new construction or alterations as well as the Zoning Board of Appeals' approval for signage

- Contact the Building Inspector at (781) 784-1525 x2310

Fire Department: New and modified fire suppression/detection systems; general safety inspections

- Contact the Sharon Fire Department at (781) 784-1522



OPENING AN ANIMAL CARE BUSINESS

The Town of Sharon welcomes you! To get started, please reach out to the following departments:

Town Clerk: Business Certificate and yearly Kennel Certificate (Cost varies based on number of animals)

- Contact the Town Clerk at (781) 784-1500 x1201

Health Department: Keeping of animals permit, if applicable.

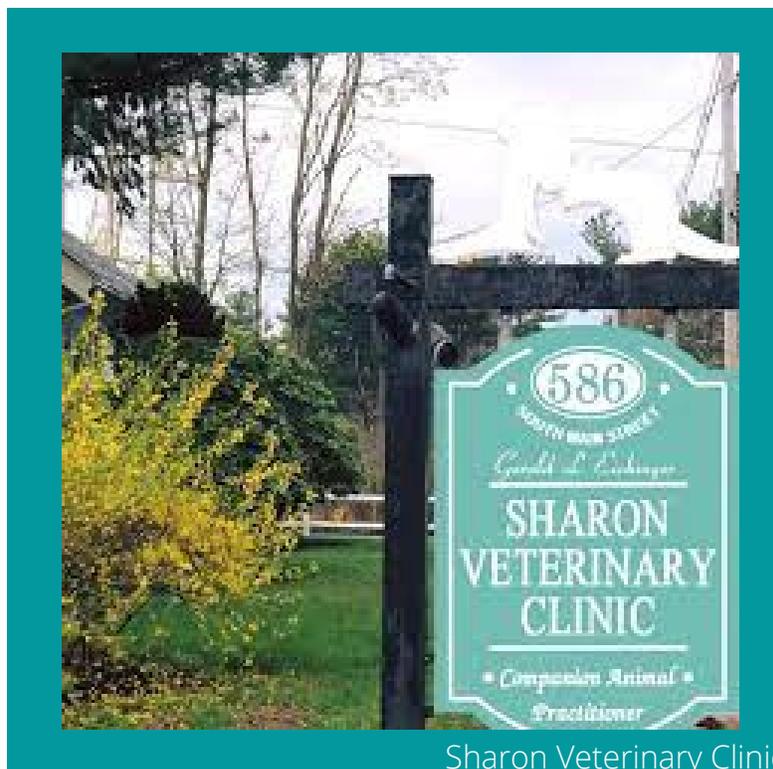
- Contact the Health Department at (781) 784-1500 x1205

Building Department: Permits are needed for new construction or alterations as well as the Zoning Board of Appeals' approval for signage

- Contact the Building Inspector at (781) 784-1525 x2310

Fire Department: New and modified fire suppression/detection systems; general safety inspections

- Contact the Sharon Fire Department at (781) 784-1522



OPENING A MANUFACTURING, GROW, AND/OR RETAIL MARIJUANA FACILITY

The Town of Sharon welcomes you! We are committed to having a safe and educated community. In order to open a grow and/or retail facility, please reach out to the following departments:

Zoning Board: Consult the Zoning Board about this use by special permit in the Light Industrial district.

- As of June 2020, the Town no longer has available retail licenses for the sale of marijuana, although the Town can still issue growth licenses.
- Contact the Board at sharonzba@townofsharon.org

Town Administration: Host Community Agreement

- Contact the Administrative Assistant to the Select Board at (781) 784-1500 x1162

Town Clerk: Business Certificate

- Contact the Town Clerk, at (781) 784-1500 x1201

Health Department: Keeping of animals permit, if applicable

- Contact the Health Department, at (781) 784-1500 x1205

Building Department: Permits are needed for new construction or alterations as well as the Zoning Board of Appeals' approval for signage

- Contact the Building Inspector at (781) 784-1525 x2310

Fire Department: New and modified fire suppression/detection systems; general safety inspections

- Contact the Sharon Fire Department at (781) 784-1522

Police Department: Security Plan Approval

- Contact the Sharon Police Department at (781) 784-1587





The Town of Sharon is ready to assist you with anything you might need to start your own business. You can find information about funding sources via the links below:

[Massachusetts Office of Business Development \(MOBD\)](#)

[Mass Development](#)

[Small Business Administration \(SBA\)](#)

[Neponset River Regional Chamber of Commerce](#)



NEPONSET RIVER REGIONAL CHAMBER OF COMMERCE

The NRRC is an excellent resource for those looking to connect with other business owners and discuss industry-specific issues and goals, as well as business owners who are interested in taking classes on how to improve their business practices.

The NRCC also offers:

- Member-to-member coupons
- Free advising from the Massachusetts Small Business Center
- Referral Exchange Networks to develop personal business relations with other companies

For additional information about membership benefits, contact any Chamber staff person at **(781) 769-1126**.



FAQ- BUILDING PERMITS

1. What is a building permit?

Building permits are issued by the Building Department to licensed contractors and homeowners to allow construction work to take place.

2. What type of work requires a building permit?

Building permits are required to construct, reconstruct, alter, repair, remove or demolish a building or structure. Permits are required for plumbing, electrical, and HVAC projects. We encourage all homeowners and contractors to reach out to the Building Department prior to any project to ensure proper permitting. This will help prevent delays and work stoppages from occurring.

3. What type of work does NOT require a building permit?

Painting, tiling, carpeting, cabinets, counter tops and similar finish work does not require permitting, however, checking with the Building Department is advised.

4. How do I obtain a building permit?

Building permits are available online. [Click here](#) or go to townofsharon.net -> Departments -> Public Works -> Building Division.

5. What fees are involved in getting a permit?

[Click here](#) to see our permitting fees, or go to townofsharon.net -> Departments -> Public Works -> Building Division -> Permit fees

6. Do permits expire?

Yes, permits become invalid if no work is done on the authorized site within 180 days after the permit's issuance, or if the authorized work is suspended or abandoned for a period of 180 days after the time the work is commenced. An extension may be granted for an additional 180 days if necessary. All extensions must be approved by the Building Department.

7. Are inspections required?

Yes, inspections are required during construction at intervals sufficient to ensure compliance with the provisions of 780 CMR. The building official may designate specific inspection points in the course of construction that require the contractor or builder to give the building official one business day notice prior to the time when those inspections need to be performed. The building official shall make the inspections within two business days after notification. If a certificate of occupancy is required, a final inspection must occur in order for the certificate to be issued prior to the building being occupied.

For questions regarding Building Permits, contact the Building Inspector at (781) 784-1525 ext. 2310

FAQ - VARIANCES

1. What is a variance?

A variance is a waiver that allows a property owner to use their property in a manner that deviates from the local zoning laws.

2. Who needs to apply for a variance?

An applicant needs a variance when the use or dimensional regulations fall outside of the zoning bylaws.

3. What is the process of obtaining a variance?

An applicant needs to seek a determination from the Building/Zoning Enforcement Officer on the applicability of the Zoning Code in reference to the applicant's project proposal. The [application](#) is available on our website. Once the application is submitted and reviewed, a hearing will be scheduled by the Building and Inspections Department.

4. Who approves a variance and is there an appeal process?

The Zoning Board of Appeals reviews applications for variances. If the applicant's request is denied, there is an appeal process.

Variance Forms (click to access each form)

- [- Zoning Bylaws](#)
- [- Zoning Board of Appeals Application for a Hearing](#)
- [- Section 7. Variance Request Form](#)
- [- Abutter's Request Form](#)

For questions regarding Variances, contact the Building/Zoning Enforcement Officer at (781) 784-1525 ext. 2310



FAQ- SPECIAL PERMITS

1. What is a Special Permit?

A Special Permit is a request for authorization of use that may be allowed by Special Permit approval. All criteria must be met in order to be considered for approval of a Special Permit.

2. Who needs to apply for a Special Permit?

A Special Permit is needed when the use requires authorization from either the Planning Board or the Zoning Board of Appeals by Special Permit per the zoning bylaw.

3. What is the process of obtaining a Special Permit?

If a Special Permit is required per the zoning bylaw, an application must be submitted along with the necessary documentation to the Zoning Board of Appeals. Check Subsection 4540 for application requirements, and **contact the ZBA for further instruction at sharonzba@townofsharon.org**.



Questions? Contact us!

Town Administration

Frederic Turkington- Town Administrator
(781) 784-1500 x1160
fturkington@townofsharon.org

Lauren Barnes- Assistant Town Administrator
(781) 784-1500 x1161
lbarnes@townofsharon.org

Conservation Department

Josh Philibert- Conservation Administrator
(781) 784-1500 x1703
jphilibert@townofsharon.org

Department of Public Works

Peter O'Cain- Town Engineer
(781) 784-1525 x2316
pocain@townofsharon.org

Maria De La Fuente- Planning/Engineering
Specialist
(781) 784-1525 x2330
mdelafuente@townofsharon.org

Water Department

Robert Terpstra- Water Division Supervisor
(781) 784-1525 x2338
rterpstra@townofsharon.org

Septic System Information

Kevin Davis- Assistant Town Engineer and Board of Health Agent
(781) 784-1525 x2317
kdavis@townofsharon.org

Building and Inspection Department

Kris White- Building Inspector/Zoning Officer
(781) 784-1525 x2310
kwhite@townofsharon.org

Assessors Department

Jeffery Funk- Administrative Assessor
(781) 784-1500 x1150
jfunk@townofsharon.org

Health Department

Leandra McLean- Public Health
Nurse/Health Department Administrator
(781) 784-1500 x1141
lmclean@townofsharon.org

Linda Callan- Administrative Assistant to
the Health Department
(781) 784-1500 x1143
lcallan@townofsharon.org

Town Clerk's Office

Mark F. Hogan- Town Clerk
(781) 784-1500 x1201
mhogan@townofsharon.org

Police Department

(781) 784-1587

Fire Department

(781) 784-1522

<https://www.townofsharon.net/>



TOWN OFFICES

Sharon Town Hall

90 S Main St, Sharon, MA 02067

Phone: (781) 784-1500

Monday: 8:30AM–5PM

Tuesday: 8:30AM–5PM

Wednesday: 8:30AM–5PM

Thursday: 8:30AM–8PM

Friday: 8:30AM–12:30PM



DPW Building

217 S Main St, Sharon, MA 02067

Phone: (781) 784-1525

Monday: 8AM–5PM

Tuesday: 8AM–5PM

Wednesday: 8AM–5PM

Thursday: 8AM–8PM

Friday: 8AM–12:30PM



Police Department

213 S Main St, Sharon, MA 02067

Phone: (781) 784-1587

Fire Department

211 S Main St, Sharon, MA 02067

Phone: (781) 784-1522