

Town of Holland

Guide to the Permitting and License Process

May, 1999

This guide was written to assist you in the sometimes complicated and often confusing process of obtaining permits and licenses. It describes the functions of enforcement commissions and boards and where to find regulations, maps, and other necessary items for building projects. The guide also provides a list of common activities which require permits and licenses along with an easy to read table to show you which boards and commissions have permit authority over the specific activity, the approximate length of time it will take to obtain the permit or license, and its cost. **Note: Please start the permit process by bringing all requests for permits or licenses to the board which grants it, indicated by a "P" on the table.** We hope that this brochure is helpful in guiding you through the permit process. Please feel free to contact the Planning Board with any comments or suggestions.

IMPORTANT REMINDER

This guide is for information only and does not have the force of law. Please refer to applicable laws and regulations for specific technical and procedural requirements. In most cases, you will need professional help in such areas as land survey, engineering, and architecture. The Town may deny the issuance of any permit or license unless all property taxes are paid and up to date at the time of the application for a permit or license.

Please see reverse side for quick reference to boards and departments involved in permitting and licensing.

Where to Find Resource Materials for Applications

Abutters lists, tax maps, and lot numbers: Assessor's Office
Zoning By-laws and General Town By-laws: Town Clerk
Plot plans: Registry of Deeds

Description of Town Boards, Departments and Commissions Which Process Applications

Board of Health 245-7108

The Board of Health enforces the State and local health and environmental codes. It witnesses perc tests; reviews and approves septic designs, provides final onsite inspection of septic systems; reviews subsurface sewage disposal system inspections (Title V); tests bodies of water accessible to the public for contamination; approves well permits; provides health inspections for business and residential buildings as needed; oversees the operation of the brush recycling center; and in conjunction with other departments, evaluates the impact of hazardous material on residential areas.

Board of Selectmen 245-7108

Selectmen grant licenses for sales of alcoholic beverages, to establish a business, for common victualer, restaurants, car repair shops, sales of cars and tobacco products.

Highway Department 245-3276

The Highway Department issues driveway permits and oversees street crossings which may involve sewer or water lines.

Conservation Commission 245-7108

The Conservation Commission administers the Massachusetts Wetlands Protection Act and the Town of Holland wetlands protection by-laws. The entire Town of Holland is watershed for the Quinebaug River and the Hamilton Reservoir and therefore, in order to protect our lakes and river, the Conservation Commission is required to review all projects in town, such as, but not limited to: any construction or alteration or addition of a structure, including retaining walls; alteration of the landscape; removal of vegetation (trees) or buildings; and storm drainage systems.

Fire Department 245-9733

The Fire Department is responsible for the issuance of various permits regulated by the Massachusetts Fire Prevention Regulations and the Massachusetts General Laws, Chapter 148. Among the many permits regulated through the Fire Department are: smoke detector compliance, blasting, oil burners, propane, liquid fuels, black powder, underground storage tank removal, burning (brush), and fireworks. Note that building plans must be signed by the Fire Department to indicate smoke detector compliance.

Description of Town Boards, Departments and Commissions Which Process Applications

Zoning Board of Appeals

The Zoning Board of Appeals hears and decides 1) appeals by any person due to his or her inability to obtain a permit or enforcement action from any Town administrative officer in violation of any provision of the Zoning laws or any Zoning By-laws 2) applications for special permits upon which the board is empowered to act under the Zoning By-laws; and 3) petitions for variances of the Zoning By-laws. Unfortunately in Holland, 80% of building lots are non-conforming. If your lot is non-conforming, you will need a special permit or variance from the Zoning Board of Appeals in order to proceed with your project.

Building Inspector 245-7108

The Building Inspector is responsible for ensuring that the building process complies with the Massachusetts Building Code and Town of Holland Zoning By-laws. The Inspector issues building and occupancy permits. The Building Inspector also serves as an important resource in your planning process. If you are unfamiliar with regulations pertaining to your building project, it is wise to consult with the Building Inspector long before your plans are finalized. The Building Inspector will be the last person you see in the permit process. He or she will need to see a plot plan, a copy of any plans approved by the Zoning Board of Appeals, and copies of all permits granted by the other boards and commissions. Upon inspection and approval of all construction work, the Building Inspector will issue a Certificate of Occupancy.

Planning Board 245-7108

The Planning Board guides residential and commercial development proposals through the permitting process as outlined in the Zoning By-laws. It reviews site plans and approves special permit applications. It is responsible for mapping, approval of subdivisions, and for long term planning for the Town of Holland.

Town Clerk 245-7108

The Town Clerk issues licenses for dogs, hunting and fishing, marriages, and d/b/a (doing business as) and permits for raffles and bazaars. He or she also collects the fee for the Zoning Board of Appeals for a hearing if one is needed.

Police Department 245-0117

The Police Department processes pistol permits, Firearms ID cards, and assigns house numbers.

Departments Involved in the Approval Process

Project	Board of Health	Board of Selectmen	Building Inspector	Zoning Enforcement Officer	Electrical Inspector	Conservation Commission	Fire Department	Highway Department	Planning Board	Police Department	Town Clerk	Plumbing Inspector	Zoning Board	Tax Collector	Time Table (Days(D) or Months(M))	Fees
Accessory Bldgs. Residential			P	X		X	X						X	*	*	
Accessory Bldgs. Commercial			P			X	X						X	*	*	
Additions Residential	X		P	X	X	X	X	X			X		X	*	*	
Additions Commercial	X		P	X	X	X	X	X	X		X		X	*	*	
Alcoholic Beverages (sales)		L											X	*	*	
Blasting						X	P	X					X	21D	\$10	
Burning							P							1D	0	
Business License		L		X			X			X			X	21D	\$50	
Cluster Development	X		X	X	X	X		X	P	X	X	X	X	6-9M	\$100	
Common Victualer		L											X	21D	\$25	
Conversion of Residence	X		X	X	X	X	X	X	P		X		X	21D	\$15	
DBA License										L				1D	\$20	
Demolition			P			X	X							1D	0	
Dock (Permanent)		P				X									*	
Dog License														1D	\$5/15	
Drainage						X	P							21D	0	
Driveways		X				X	P	X					X	21D	\$100	
Dwellings-New Homes	X	X	P	X	X	X	X	X	X	X	X	X	X		*	
Earth Removal-Bulk				X	X	X	X	P				X	X	21D	0	
Electrical					P										*	
Fences			P	X		X								21D	\$0	
Firearms Licenses									L					30D	\$25	
Food Establishments		P				X				X		X			\$50	
Hazardous Materials Storage	X					X	P			X					*	
Home Businesses		L	X	X				P		X			X	21D	\$15	

P=Permit issuing department

X=Departments that may be involved in reviewing the project

L= License issuing department

*=To be determined upon review of project

Project	Board of Health	Board of Selectmen	Building Inspector	Zoning Enforcement Officer	Electrical Inspector	Conservation Commission	Fire Department	Highway Department	Planning Board	Police Department	Town Clerk	Plumbing Inspector	Zoning Board	Tax Collector	Time Table (Days(D) or Months(M))	Fees
Hunting & Fishing											L				1D	*
Landscaping					X											
Marriage License										L					1D	\$15
Oil Burner Installation						P									21D	\$20
Parking (Commercial)					X		X	P					X		21D	\$25
Planning-Res. Development	X	X	X	X	X	X	X	X	P			X	X	X	6-9M	\$100
Planning-Comm.Development	X	X	X	X	X	X	X	X	P			X	X	X	6-9M	\$100
Plumbing												P			7D	*
Propane Tanks						P									21D	\$10
Raffles/Bingo										X	P				7D	\$10
Renovations	X		P	X	X	X	X	X			X	X	X	X	*	*
Repair/Sell Cars		L		X			X			X		X	X		21D	\$50
Septic Systems	P				X								X		90D	\$225
Signs (Commercial)			X	X					P			X	X		21D	\$15
Site Plan Review	X	X	X	X	X	X	X	X	P	X		X	X	X	90D	\$45
Smoke Detector Inspection						L									21D	\$20
Special Permits (See ByLaws)									P						*	*
Subdivisions (See ByLaws)									P						*	*
Swimming Pools			P	X		X	X						X	*	0	0
Tree Removal-Foresting					X		X	P					X		21D	\$25
Underground Storage Tanks					X	P							X		21D	\$10-20
Wells	P				X								X		14-90 D	\$50
Zoning Interpretations		X										X				