

**MUNICIPAL OFFICES THAT ISSUE
PERMITES/LICENSES THAT MAY BE OF INTEREST TO BUSINESS COMMUNITY**

Please note that some municipal offices are not located within City Hall. Physical addresses are below. All municipal departments, committees and review boards may be accessed at www.beverlyma.gov.

MUNICIPAL DEPARTMENTS			
Department/Physical Address	Contact Person	Telephone Number	Type(s) of Permits/Licenses/Certificates Issued
City Clerk Beverly City Hall 191 Cabot Street, First floor	Kathleen Connolly, Clerk	978-921-6000 x 2326	Business Certificate
Health Office located at Beverly Council on Aging 90 Colon Street, Beverly, MA 01915	William Burke, Director	978-921-8591	Food service; recreational camps for children; massage; tanning facilities; public/semi-public swimming pools; funeral-related activities; body art; tobacco sales; handling of recombinant DNA; keeping of livestock; change of occupancy; Title5/Sewage disposal.
Licensing Board Beverly City Hall 191 Cabot Street, 3 rd floor	Martha Lewis, Clerk for Licensing Board	978-921-6000 x2333	Distributes retail liquor licenses, approves requests for retail liquor licenses, both on and off premises, one day licenses, and live entertainment.
Municipal Inspections/Bldg. Dept. Memorial Building 502 Cabot Street, 1 st floor, Room 149	Steven Frederickson, Director	978-921-6025	Receives applications for and issues building, plumbing and electrical permits; reviews plans for ADA compliance; issues signage permit after the signage plan has been approved by the Design Review Board; Director of Municipal Inspections represents the City on the Zoning Board of Appeals.
Sealer of Weights and Measures Office located at Beverly Public Library 32 Essex Street, Beverly, MA 01915	Robert Salvaneli, Sealer	978-921-6095	Must inspect and seal scales used to weigh or measure products before they are sold.
Planning and Development Beverly City Hall 191 Cabot Street, 3 rd floor	Aaron Clausen, Director	978-921-6000 x2341	The Planning Department does not issue permits or licenses, however, it staffs the following Boards and Commissions that may play a vital role in the life of your project: Conservation Commission; Design Review Board(signage); Historic Commission; Parking and Traffic Commission; Planning Board.
Economic Development Office (as part of the Planning and Development Department) Beverly City Hall 191 Cabot Street, 2nd floor, Room 27	Denise Deschamps, Economic Development Planner/Permitting Liaison	978-605-2356	Works with new or existing businesses that wish to locate in Beverly If you have questions about what permits you may need and who you should contact, resources for entrepreneurs, facts about Beverly.

<p>Public Services 148 Park Street</p>	<p>Michael Collins, Commissioner</p>	<p>978-921-6053</p>	<p>Oversees the following Divisions: (public) Building Maintenance; Highway and Sewer; Water; Water and Sewer Billing; Motor Pool; Parks and Forestry (maintenance and care); Engineering.</p>
<p>Engineering (a Division of the Public Services Department) Beverly City Hall 191 Cabot Street, 2nd floor</p>	<p>Greg St. Louis, City Engineer</p>	<p>978-605-2360</p>	<p>Manages the Cemetery Division; Online GIS system; Trash and Recycling. Services include contractor licensing, utility permitting; utility installation inspections; water meter sales; archiving drawings and service connections. Plans the construction of water, sewer and drainage projects while working with the Highway Division to construct Beverly's streets.</p>