

CITY of MALDEN



BUSINESS CHECKLIST

**BEFORE ENTERING ANY AGREEMENT
FOR ANY BUSINESS USE OF ANY PROPERTY**

1. Contact Permits, Inspections & Planning Department

(781) 397-7000 ext. 2030, Malden City Hall, 200 Pleasant Street, Room 223

- Find out the zoning of the property and whether the business is allowed and/or requires a special permit or variance.
- Obtain information re: building code, plumbing and electrical code, and whether any proposed work requires a permit.
- Obtain information re: Board of Health Regulations, state Sanitary and Food Codes, including trash, dumpsters, food storage, processing, preparation, tobacco.
- Obtain information re: signs, Sign Design Review and permit process.

2. Contact Fire Department

(781) 397-7383, Central Fire Station, One Sprague Street

- Find out whether the property complies with the Fire Code and whether any work is necessary for your business, i.e., installation of sprinkler, fire alarm

3. Contact City Assessor

(781) 397-7000 ext. 2100, Malden City Hall, 200 Pleasant Street, Room 317

- Find out whether the property is current with taxes.

NOTE: Per state law, the City shall grant no permit to any property with outstanding taxes.

4. Contact City Clerk

(781) 397-7000 ext. 2116, Malden City Hall, 200 Pleasant Street, Room 323

- Find out whether the business requires a license, i.e., extended hours, certain sales.

5. Contact Ward City Councilor

(781) 397-7000 ext. 2130, Malden City Hall, 200 Pleasant Street, Room 617

- Introduce yourself and your business proposal.
- Request support that will be necessary throughout the permitting process.

6. Contact License Board

(781) 397-7000 ext. 2138, Malden City Hall, 200 Pleasant Street, Room 613

- Find out information re: liquor licenses.

Other Helpful Numbers:

Kevin Duffy, Mayor's Business Strategy & Development Officer (781) 397-7000, ext. 2009