**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 to 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,