

Average Duration for Retail and Food & Beverage Permitting Approval Process

= 45 days (for interior tenants)

= 90 days (for exterior tenants)

Building permits and inspections

Welcome to Burlington Mall. We have collected information from the local municipality to help you navigate thru local plan review, permit submittals and inspections.

Kiosks – Retail use Tenants using the Burlington Mall approved kiosk in the existing approved locations do not need a building permit. Tenant designed and installed kiosks will be required to obtain a building permit. Plan submittals to the Town of Burlington must include a key plan indicating the location of kiosk.

Temporary Stores – A temporary retail use Tenant with no work and occupying an existing space is required to file for a Certificate of Inspection. Once the application is submitted an inspection may be scheduled. **Be sure all the emergency lights and exit signs are in proper working order prior to the scheduling the inspection.** A temporary retail use Tenant building any walls, partitions, dressing rooms, stock rooms etc will require to file for a building permit.

If the space has already been used by a prior tenant, the Tenant will need to provide a clean air report from a certified inspection company showing that the space has been checked for asbestos. Before any work can commence, the general contractor is to fill out the Massachusetts Department of Environmental Protection - [BWP AQ06 Notification Prior to Construction or Demolition.](https://www.mass.gov/files/documents/2018/09/14/aq06.pdf)

All building permit submittals should be completed on line at the Town of Burlington website. The application must be filled out completely **including the general contractor** with Massachusetts supervisor's license/insurance. <http://www.burlington.org/departments/building/permits.php>

Plan submittal requires the following:

- A complete set of coordinated architectural, structural, mechanical, electrical and plumbing plans must be submitted. **Sprinkler and Fire Alarm shops drawings are also required.** And all drawings must be signed and sealed prior to submittal.
- Plans require a key plan showing store and building location information including property address and size of store along with the Architect's and Engineer's information in the title blocks. Professional seals are required on each sheet. Drawings cannot be stamped by any professionals outside their realm of expertise. Plans must include energy code calculations including mechanical, exterior and interior lighting and building envelope using the COMcheck form required by the State.
- Items to Note:
 - Patio surfaces installed by Landlord are a permeable surface per Conservation Commission requirements. Tenants may not modify patio surfaces in any way.
 - Storefronts are required to include a knox box per local jurisdictions requirements
 - Exterior lighting must be shut off during daylight hours and cannot operate during midnight and 6:00am. (unless required for security)



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- All lighting shall be white and constant in color. All light fixtures shall be energy start standard compliant
- All exterior light fixtures shall be dark sky complaint.

Town of Burlington requires the following documentation in order to apply for a permit

[Building Permit Application](#)
[Certificate of Inspection Renewal](#)
[Construction Control Affidavit](#)

Commercial Projects are required to submit the following documents:

[Initial & Final Construction Control Documents](#)
[Construction Control Document Initial](#)
[Construction Control Documents Final - for General Contractor](#)
[Construction Control Requirements](#)
[Demolition Affidavit](#)
[Electrical Work Permit](#)
[Gas Fitting Permit](#)
[Plumbing Permit](#)
[Sheet Metal Work Permit](#)
[Sign Permit](#)

Additional Information available on the Town of Burlington website:

[Fee Schedule](#)
[Construction Checklist](#)
[Inspection Checklist](#)
[Inspection Schedule](#)
[Solid Fuel Burning Appliance Permit](#)
[Trench Permit & Info.](#)
[Worker's Compensation Insurance Affidavit](#)
[FAQ's](#)
[Burlington Building and Development Process Handbook](#)

Planning Board Approval – Special Permit Application (typically 90 days)

Special Permit (Planning Board approval) with the Town of Burlington is required for:

- All exterior facing Tenants if the exterior of the building is being changed
- Restaurants and Food Tenants not within the Food Court Area
- We suggest Tenant hiring Land Use Planner Riemer-Braunstein LLP to assist in with Planning Board Approvals. Contact Melissa M Cushing, 617 880-3548, MCushing@riemerlaw.com
- Tenant is required to hire VHB (Civil Engineer) to prepare the civil drawing required by the Town. Contact Jocelyn Mayer, 617 728-7777, jmayer@vhb.com
- The Town monitors sewer allocation with each submission and Tenant drawings will need to refer to the Sewer Generation Calculation Report and confirm grease interceptor size. Please contact TC for specific details.
- A Building Permit will not be released until the Special Permit is recorded.

Certificate of Inspection

All build outs, regardless of level of construction needs to have a final inspection and obtain a Certificate of Inspection to open for business. **Town requires barricade to be down and store fully stocked for retail final inspections.** Permit card requires Assessor's sign off which requires Tenant GC to visit assessor's office.

Business Certificate

Each business is required to fill out the Business Certification form with the Town of Burlington, Office of the Town Clerk. <http://www.burlington.org/clerk>

Permit/License (and any additional requirements)

Town of Burlington/Building Department
25 Center Street
Burlington, MA 01803
Andy Ungerson, Inspector of Buildings
aungerson@burlington.org

Office Hours:
Mon, Tues, Thurs
8:30am-4:30pm
Wednesday
8:30am-7:00pm
Friday 8:30am-1:00pm

- Building Permit application filled out completely including contractor information (license/insurance information, etc.). All questions are required to be answered.
- Three (3) sets of construction drawings. Buildings/Structures over 35,000 cubic feet are required to have original stamp and signature, along with affidavits filled out completely
- Plot/Site Plan showing location of proposed new building and/or addition.
- Demolition Affidavit is required along with a pre-demolition inspection checklist from the Board of Health. See below – Asbestos Survey.

Asbestos Survey – pre-demolition documentation for the Board of Health

Massachusetts Department of Environmental Protection – BWP AQ06 form

For pre-demolition/pre-renovation:

Burlington Board of Health
61 Center Street
Burlington, MA 01803
781-270-1935

<https://www.mass.gov/guides/massdep-asbestos-construction-demolition-notifications>

- An asbestos survey report from a Massachusetts Licensed Asbestos Inspector is required for all projects.
- As of June 20, 2014, Mass DEP revised the asbestos regulations including a clarification that all renovations and demolitions require an asbestos survey prior to site work. Specifically, owners/operators need to determine all asbestos containing materials at the site impacted by the proposed work prior to conducting any renovation or demolition activity. An asbestos survey is required regardless of the age of the building. A letter from the property owner or manager may not be substituted for an asbestos survey.
- For new space contact your Tenant Coordinator

Construction Supervisor License (CSL)

Registration information and forms: <https://www.mass.gov/construction-supervisor-licensing>

All contractors must be licensed in the State of Massachusetts. Out of state contractor licenses are not recognized in MA. GC information must be included on application.

Grease Trap /Interceptor Discharge Permit

The Town will require a grease interceptor, as well as, an internal interceptor within Tenant space. For information on food establishment grease Traps, contact the Tenant Coordinator.

Fire Alarm and Fire Sprinkler Permit

Permits are based on shop drawings. These drawings must be submitted with your permit application. Refer to the Pre-Construction Sheet for vendor contact information.

Signage

A separate permit is required for all signs. It is a 2 week process of interior signs. Exterior signing and barricade graphics requires Zoning Board Approval. **This is a 3 month process.** An application will need to be submitted and formally rejected by the Town before the application to the Zoning Board can be initiated. Please make sure your sign shop drawings are approved by Tenant Coordination before you submit to the Zoning Board. Note Zoning Board approval is not required for signs at The Villages of Burlington.

Health Permit

Burlington Board of Health
 61 Center Street
 Burlington, MA 01803
 Marlene Johnson, R.S., Health Agent
 781 270-1949
 mjohnson@burlington.org

Board of Health permits are required for restaurants and any special tenants such as salons, spas and pet stores. These can be applied for concurrently with the Bldg permit

General Information:

Property Name: Burlington Mall
 Location: Burlington, MA

Building Data: (Please consult Landlord plans as this will vary according to building)

Building	Occupancy/Use	Construction Classification	Building Levels	Sprinkler System
Burlington Mall (proper)	M - Mercantile B - Business	Type II B	Two (2) Stories	Fully Sprinklered
Burlington TBA	M - Mercantile B - Business	Type 1B	One (1) Story	Fully Sprinklered
Burlington Sears Expansion	M – Mercantile – Retail A-2/A3 Assembly-Restaurants and/or other Assembly Tenants	Type 1 B	Two (2) Stories	Fully Sprinklered



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DISCLAIMER: The information provided is for informational purposes only and is only as accurate as the information available at the time of the last update. Tenants, Tenant's Design Team, and General Contractor are responsible for verifying all information as required for permitting and opening of the Tenant's business.

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