

## Key Contacts

Planning Board/Zoning Board of Appeals  
Kerrie Easterday, Office Manager  
(508) 669-6431, Ext. 114  
keasterday@dighton-ma.gov

Building and Inspections  
James D. Aguiar, Building Commissioner  
(774) 872-0944  
jaguiar@dighton-ma.gov

Town Clerk's Office  
Shara Costa, Town Clerk  
(508) 669-5411, Ext. 2  
scosta@dighton-ma.gov

Town Administrator/Board of Selectmen  
Ralph A. Vitacco, Town Administrator  
(508) 669-6431, Ext. 1  
boardofselectmen@dighton-ma.gov

Board of Health  
Elizabeth Moreira, Office Manager  
(774) 872-0943  
emoreira@dighton-ma.gov

Conservation Commission  
Lisa Caledonia, Conservation Agent  
(508) 669-6431 Ext. 119  
lcaledonia@dighton-ma.gov

Assessor's Office  
Stephanie Schecter, Town Assessor  
(508) 669-5043 Ext. 108  
sschecter@dighton-ma.gov

Dighton Economic Development Committee  
ddic@dighton-ma.gov

Town Hall  
979 Somerset Ave Dighton, MA 02715  
M/T/Th 7:30 am-4:30 pm. Wed 7:30 am-5:30 pm  
www.dighton-ma.gov

## Common Types of Approvals and Permits

Approval Type and Responsible Department	
New business	Building Commissioner, and possibly Planning Board
New construction	Building Commissioner, Planning Board and Conservation Commission
Grading, Land Filling, Land Clearing	Conservation Commission
Remodeling	Building Commissioner
Demolition	Building Commissioner
Electric	Building Commissioner
Gas	Building Commissioner
Plumbing	Building Commissioner
Signage	Building Commissioner
Mechanical/HVAC	Building Commissioner
Wood or coal stoves, fireplaces	Building Commissioner
Sprinklers/Fire alarms	Fire Department
Oil burning equipment	Fire Department
LP Gas equipment	Fire Department
Flammable liquid storage	Fire Department
Waste oil storage	Fire Department
Food Service Establishment	Board of Health
Mobile Food Trucks	Board of Health
Farmer's Market	Board of Health
Pre-school/Nursery/Daycare	Board of Health
Nursing Home	Board of Health
Stabling	Board of Health
Septic Systems	Board of Health
Common Victualler	Board of Selectmen
Alcohol (sale/distribution)	Board of Selectmen
Business Certificate	Town Clerk

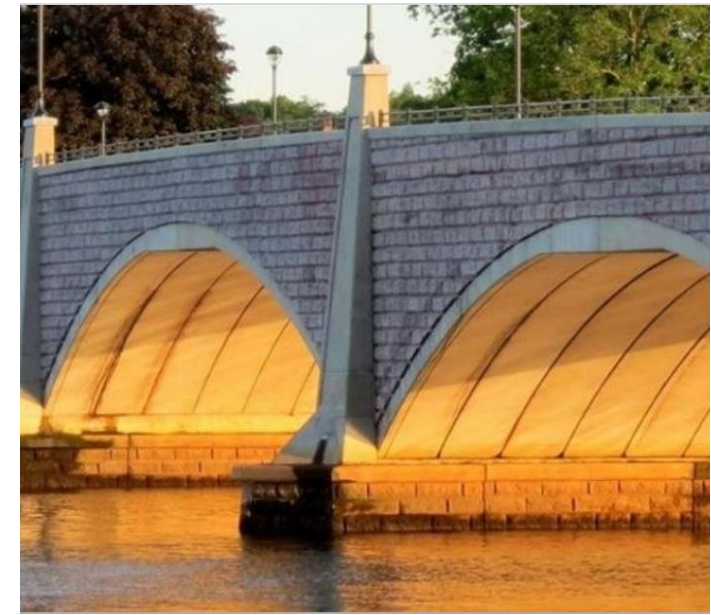
### Additional Information

For some types of businesses, you may need additional federal or state permitting. Some licenses may need to be renewed on a routine basis.

For any questions, please contact the Planning Board or the Economic Development Committee.

# Dighton Business Quickstart Guide

A supplemental guide to navigating municipal approvals and permits in order to open and operate a business in Dighton, Massachusetts.



## Introduction

Thank you for selecting the Town of Dighton as a location for your new business. This guide is designed to familiarize you with current permits, approvals and bylaws for starting or expanding your business. View the full Business Guide at: [www.dightonbusiness.com](http://www.dightonbusiness.com)

## Where to Start

Your initial point of contact is the Planning Board office which can be reached at (508) 669-6431. Based on the type of business and location, you may be guided to other departments regarding permits and approvals specific to your needs.

For more complex projects that may involve permits or approval from multiple Town departments, we recommend a preliminary meeting with town staff. The Planning Board Office Manager can make a recommendation and assist if necessary.

## Business Planning and other Assistance

A business plan is a strategic document that outlines business goals and strategies for achieving them. It's a roadmap for business growth and a tool to secure funding. Dighton has several organizations that can assist in making your business successful.

**SCORE** – offers free and confidential small business mentoring services provided by certified mentors. [www.score.org/sema](http://www.score.org/sema)

**Taunton Area Chamber of Commerce** – Representing Dighton, Taunton, Raynham, and Berkley, the Chamber provides networking opportunities, educational resources, and advocacy for pro-business policies. [www.tauntonareachamber.org](http://www.tauntonareachamber.org)

## Getting Started

In order to know where to begin, first you must determine what possible approvals and notifications may be needed for your proposed business. Some considerations are:

**Building Permit**: Required if you construct, enlarge, alter, remodel, remove, demolish, or change the type of use of a building.

**Business Certificate**: You are required to have a Business Certificate if you are doing business under any name other than your own (d/b/a). The form is available at the Town Clerk's Office.

**Home Based Business**: If you are running a business out of your home, you should consult with the Building Commissioner to determine what permitting, if any, is required as well as the Town Clerk for a Business Certificate.

**Zoning**: Check with the Planning Board Office or Building Commissioner to determine which zoning district your location is in and whether your proposed use is permitted.

**Filing of Personal Property**: At the beginning of each year, every business must submit a list to the Board of Assessors of all personal property (tools, machinery, equipment, etc). The submission form ("Form of Lists") is available from the Board of Assessors website: <https://www.dighton-ma.gov/DocumentCenter/View/253/Form-of-List-PDF>

**Wetland Protection Act (WPA)**: These state regulations have been enacted to protect wetland area resources such as lakes, bordering vegetated wetland, and streams. Check with the Conservation Commission Agent to determine whether your proposed site is impacted.

**Dighton Wetlands Bylaw**: These local regulations bolster the state's WPA and create additional requirements for review. If you are planning any construction or exterior modifications, check with the Conservation Commission Agent to determine whether your proposed site is impacted.

## Dighton Economic Development Committee

### OUR MISSION

The mission of the Dighton Economic Development Committee is to enhance the economic vitality of our town and to create an environment where merchants can engage with residents, businesses, and visitors by:

- Attracting new businesses and supporting the growth of existing ones.
- Serving as a resource for local businesses.
- Recommending strategies for economic development.
- Strengthening the relationship between local businesses and town government.
- Promoting Dighton as a welcoming place for new businesses.
- Helping to market local businesses.
- Increasing local job opportunities.

### ONLINE DIRECTORY

Your business will be included in the online Dighton Local Business Directory. Your business listing is free.

### MEDIA SPOTLIGHTS

Advertise on the Town YouTube channel and local Cable via a taped interview on the Dighton Business Spotlight series to present everything your business has to offer. Your business Spotlight is free.

### EVENT CALENDAR

Submit your events to the Economic Development Committee Events Calendar so people know what is happening at your business. We share this calendar with the public and local media via our Facebook page. Your event listing is free.