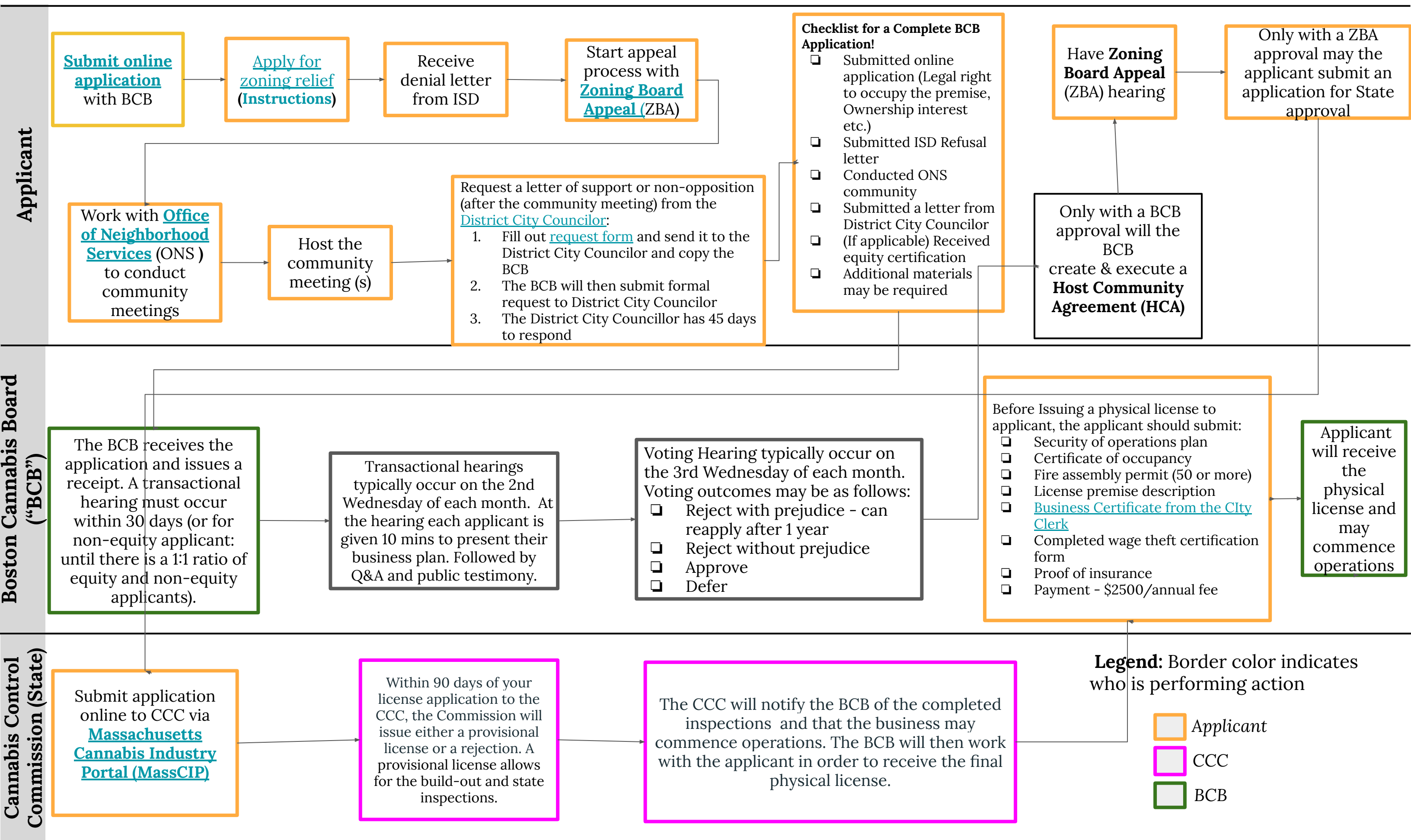


# Process Flow to Cannabis Licensing



# How to Apply Zoning Relief

Once the BCB has received your application for a cannabis establishment, please note that you must also [file with the Inspectional Services Department for the underlying cannabis use](#). This requires a **long-form alteration permit** for change of use with interior/exterior renovations. The following documents are required for the initial application and supplemental documentation may be required based on the specifics of your application:

## FOR ALL LONG-FORM PERMIT APPLICATIONS:

- Plans are stamped and signed by MA Registered Design Professional, drawn to scale
- Plans are organized into individual sets with the correct project address
- Licensed Builders Information (Construction License, Workers' Compensation Affidavit, Mattocks-Higgins Affidavit) (not required for zoning relief)
- Construction Cost Estimate with Breakdown (not required for zoning relief)

For ALT - Change of Occupancy, the following additional documents are required:

- Two sets of Certified Plot Plan (applicable if additional off-street parking is required) to scale by MA Registered Land Surveyor
- Two sets of Construction Documents: Architectural (Existing and Proposed), and/or Other Disciplines
- Flood Design Affidavit and Flood Elevation Certificate (applicable in flood zone only)

For ALT - Interior and/or Exterior Renovation, the following additional documents are required:

- Two sets of Certified Plot Plan (applicable if extending living space and/or adding new exterior openings) to scale by MA Registered Land Surveyor
- Two sets of Construction Documents: Architectural (Existing and Proposed), and/or Other Disciplines
- Flood Design Affidavit and Flood Elevation Certificate (applicable in flood zone only)
- Historic Approval (as applicable)

Once you have filed a completed application you will be asked to process your payment. You may request in writing to be charged a nominal fee of \$400.00. Your request for a nominal fee should identify all anticipated zoning violations. A member of the Plans and Zoning Division will review your submission and, upon a review, a refusal letter will be issued for the underlying cannabis use as well as any other use or dimensional requirements. Once you receive your refusal letter please forward it to the BCB and we will connect with the Mayor's Office of Neighborhood Services to schedule your official community meeting. Please note, this meeting will not be scheduled until your refusal letter has been received although you are encouraged to proactively reach out to the community and neighbors.

Your building permit application should be filed with the Inspectional Services Department through the online permitting portal, which can be found [here](#). If you have questions regarding the Inspectional Services Department's permitting process, you can email them at [isdpzreview@boston.gov](mailto:isdpzreview@boston.gov).

# Appeal process with ZBA

If you filed a long-form or short-form permit and your project was denied, you can make an appeal. You have to file your appeal within 45 days of getting your denial letter. The easiest way to file an appeal is to use their [online portal](#) or in person (online strongly suggested): You can find the ZBA guide [here](#).

Inspectional Services  
1010 Massachusetts Ave, 5th Floor  
Boston, MA 02118

Office hours: Monday through Friday, 8 a.m. - 4 p.m

Pay your fee when you file your appeal. The fees are as follows:

- Residential buildings with three units or less: \$150 flat fee.
- All other buildings, or residential buildings with more than three units: \$150 for each City or state violation.

*They take cash (in person) , a check or money order, or a credit or debit card from Mastercard or Visa.*

If your application is approved by the Boston Cannabis Board (the “BCB”) you now can contact the Zoning Board of Appeal (the “ZBA”) via phone: 617-635-5300 or email: [isdboardofappeal@boston.gov](mailto:isdboardofappeal@boston.gov) to schedule your hearing. The BCB will also inform the ZBA that you can now be scheduled as well.

The ZBA will publish the official hearing time and date at least 20 days ahead of time. They will mail you a notice and publish the date in the Boston Globe and the Boston Herald. They may also inform other interested parties such as: people who own properties next to yours , local officials/community groups, and any other people that asked for a notification.

After that they will send you an official notice with the date and time of your hearing. Currently hearings are being held via Zoom. You have the right to hire a lawyer, architect, or any other professional to help your case.

About 15 days after your hearing, we send out a formal notice on the Zoning Board’s decision to you and everyone involved with your case.

**If Denied** You need to wait one year before you can appeal again. You can only file sooner if you make major changes to your plans, or if you were dismissed without prejudice.

**IF YOU WITHDRAW YOUR APPEAL:** You would need to do so prior to the publishing to the date and time of your public hearing. You cannot withdraw your appeal once notices are sent out. If you can’t make the hearing, you can send a representative. If you decide to withdraw your appeal after notices are sent out you can request a “dismissal without prejudice.” This means you make an appeal again without having to wait a year. You have to make the request before the Zoning Board starts reviewing your case at

For more information please contact Zoning Board of Appeal:

Email: [isdboardofappeal@boston.gov](mailto:isdboardofappeal@boston.gov)

Phone: 617-635-4775

Website: <https://www.boston.gov/departments/inspectional-services/zoning-board-appeal>