

TOWN OF HINGHAM - PERMIT APPLICATION PROCEDURES

[Pursuant to Chapter 53 of Acts of 2020]

Issued: April 6, 2020 [Updated 4/13/20]

On Friday, April 3, 2020, Governor Baker signed into law Chapter 53 of the Acts of 2020, [An Act to Address Challenges Faced by Municipalities and State Authorities Resulting from COVID-19](#). Section 17 of the Act modifies state and local laws governing the submission and process of permit applications for the duration of the State of Emergency declared by Governor Baker on March 10, 2020.

The Town of Hingham is implementing Chapter 53, Section 17 as follows. Portions of the Act are summarized below. Please see referenced sections for complete text.

§17(a) Definitions

"Permit": a permit, variance, special permit, license, amendment, extension, or other approval issued by a permit granting authority pursuant to a statute, ordinance, bylaw, rule or regulation, whether ministerial or discretionary.

"Permit granting authority" (or "PGA"), a local, district, county or regional official or a local, district, county or regional multi-member body that is authorized to issue a permit.

PERMIT APPLICATIONS §17(b)(i) – For so long as the State of Emergency remains in effect, the Act governs the submission of permit applications. Permit applications may be filed as set forth below (if the applicable permit granting authority is not listed in the chart below, please submit to the Town Clerk and it will be forwarded):

"An application for a permit shall be deemed duly filed and accepted as of the date of the filing by the applicant if filed with and certified as received by the town clerk."

Applications to Permit Granting Authorities may be filed either:

1. By first class mail: Application to the Hingham Town Clerk, 210 Central Street, Hingham, MA 02043, **and** copy of Application and all submission materials, including application fee, to the appropriate permit granting authority. [An email alerting the PGA that an application has been mailed is recommended.]
2. Electronically: Attachment of the requisite application form and supplemental materials by email to the Town Clerk **with** "cc" to the appropriate permit granting authority **and** receipt by first class mail of a check for the applicable application fee. [Online payment not available at this time; but check back for updates.]

BOARD	ELECTRONIC FILING:	HARD COPIES:	SUBMISSION REQUIREMENTS AT:
	townclerk@hingham-ma.gov with cc to:	Town of Hingham 210 Central Street Hingham, MA 02043	All questions regarding submission requirements should be directed by email to the applicable department prior to submission.
Board of Health	healthdepartment@hingham-ma.gov	Attn: Board of Health	https://www.hingham-ma.gov/186/Board-of-Health
Board of Selectmen	perfettis@hingham-ma.gov	Attn: Board of Selectmen	Email Sharon Perfetti for permit information
Conservation Commission	fournierl@hingham-ma.gov	Attn: Conservation Commission	https://www.hingham-ma.gov/289/Conservation-Commission
Historic Districts Commission	younga@hingham-ma.gov	Attn: Historic Districts Commission	https://www.hingham-ma.gov/315/Historic-Districts-Commission
Planning Board	dunhamm@hingham-ma.gov	Attn: Planning Board	https://www.hingham-ma.gov/166/Planning-Board
Zoning Board of Appeals	wentworthe@hingham-ma.gov	Attn: Zoning Board of Appeals	https://www.hingham-ma.gov/351/Zoning-Board-of-Appeals

NOTE: All building permit applications shall continue to be filed through the Building Department electronic submission website at: <https://www.hingham-ma.gov/645/Apply-for-a-Permit>