



W E L C O M E T O
EDGARTOWN

Town of Edgartown Quick Reference Guide for Businesses

PROVIDED IN PARTNERSHIP BY EDGARTOWN BOARD OF TRADE & TOWN OF EDGARTOWN

We are excited for a successful and memorable tourist season and we are reminding you that our town is here to help during these busy summer months, as well as throughout the year. As you are aware, Edgartown has many bylaws and regulations that govern the way businesses add to the unique character of the island. All Town codes and regulations can be found on the Town's website at www.edgartown-ma.gov or by a call to one of the numbers provided. Whether you are a long-time, year-round business owner or a new seasonal manager, please familiarize yourself with the policies that make Edgartown such a wonderful place to live and visit. If you aren't yet a member of the Edgartown Board of Trade you can join [here](#).

Below are some common reminders to help make this season the best ever!

BUSINESS CERTIFICATE

Opening a business in Edgartown? You will need to apply for a Business Certificate through the Town Clerk's Office. Certificates are issued and you will need to renew your certificate every 4 years.

[Business Certificate Application](#) (MGL chapter 110, section 5)

FOOD ESTABLISHMENTS

Must receive and renew annually a Common Victualler from the Selectboard and a Food Permit from the Board of Health. [Common Victualler License Application](#) (MGL Chapter 140)

RETAIL ESTABLISHMENTS

Seasonal retail businesses must apply for a Transient Vendor Application from the Selectboard either for under 100 days or under 250 days. [Transient Vendor License Application](#) (MGL Chapter 101)

RETAIL BUSINESSES

Annual retail businesses do not need an additional permit and can operate lawfully with the business certificate.

LODGING ESTABLISHMENTS

Lodging establishments must apply for and renew annually a Lodging House/Innholders License from the Selectboard. Please note this requires building department approval prior to the Selectboard meeting.

[Lodging House or Innholders License Application](#) (MGL Chapter 140)

BUSINESS SIGNAGE & LIGHTING

New brick and mortar businesses apply for a Sign Permit through the Building Inspector's office, which will need approval from the Town's Sign Committee. Per Town Code ARTICLE XVI, signage needs to be professional in quality and shall not detract from the over character of Edgartown. Please reference the sign application for all signage regulations and requirements including but not limited to mobility, illumination, size, and character.

[Sign Permit Application](#) (Town Code Article XVI)

ALCOHOL

Single-Day liquor licenses are required for any unlicensed establishment to serve or offer alcoholic beverages to the public. Businesses that would like to host a "sip and shop" type event must apply for the license to serve beer or wine through the Selectboard's Office. Applicants will need proof of liquor liability insurance and pay a \$150 fee. All applications must be filed with the Selectboard by noon Thursday to be on the next scheduled agenda, although it is recommended to plan at least two weeks in advance. Please note "BYOB" consumption is prohibited.

If you wish to rent your space or hold a private event where alcohol is served you need notify the Selectboard & Alcohol Enforcement Agent. [Single Day Liquor License Application](#) (MGL Chapter 138, Section 14)

ENTERTAINMENT

Any amplified noise is prohibited between 10m & 7am except for July 4th and December 31 when it is prohibited between Midnight & 7am. To apply for amplified music at an event or location where alcohol will also be served, you must submit the below application to the Selectboard. Please note that there is a separate application for weekdays vs. Sundays. [Weekday Entertainment License Application](#) (2011 Annual Town Meeting, Article 14)

DISPLAY OF MERCHANDISE

Per the Town Code, clothing, dry goods and foods generally are not considered appropriate for outdoor display. Ice and beverage dispensing machines may be allowed outdoors if shielded from public view in a manner appropriate to the particular location only after a sign permit has been granted. Businesses wishing to display allowable outdoor merchandise must submit merchandising display plans as part of their sign application. (Article 1 150-2 and Article XVI 175-80)

SANDWICH BOARDS/WINDOW SIGNAGE

Obstructions on sidewalks, signs advertising a business or special event are not permitted on Town streets or sidewalks. In regards to window signage, the size of signs painted or placed on the inside of the glass of a window is determined by the Building Inspector as appropriate for the business, but in no event shall it exceed fifty percent (50%).

The character of such signs need to meet General Requirements for signage. Temporary signs that comply with Article XVI are possible but must be permitted by the Building Inspector. (Article 1 150-2 and Article XVI 175-80)

HELIUM BALLOONS & PLASTIC BAGS

Per Chapter 64, Helium Balloons and Plastic Bags are a no-go in Edgartown. Helium balloons are not permitted and any purposeful release of helium balloons will result in a fine. As of January 1, 2017, plastic bags are banned in Edgartown. This ban affects plastic bags under 4 mil thickness and paper bags with less than 40% post-consumer content. Please direct specific questions on both to the Board of Health. (2019 Annual Town Meeting Article 84 & 2016 Annual Town Meeting Article 56)

SIDEWALK SALE

If you are seeking to hold a temporary sidewalk sale, you will need to apply for a yard sale license through the Selectboard's Office. [Yard Sale Permit Application](#) (1982 Special Town Meeting, Art. 8)

CIGARETTES / LITTER / SWEEPING

Please don't litter in Edgartown. Not only is it unsightly, but it is also prohibited. Cigarette dispensers are prohibited. Shopkeepers are reminded to routinely sweep and tidy the sidewalks in front of their establishments.

OCCUPANCY

Know your occupancy. Overcrowding your establishment is illegal and poses a threat to those inside.

RUN/RACE APPLICATION

Enjoying our town by way of organized footrace will also need a permit. You will need to submit a map of the race/walk with any water table and temporary restroom locations noted. A full description of a parking plan description and clean up plan also needs to be included. All applications must be filed with the Board of Selectmen by noon Thursday to be on the next scheduled agenda. [Road Race & Walk Application](#)

IN TOWN PARKING / VTA PARK & RIDE

Businesses located downtown are implored to request that employees park outside of town. Resources like the visitors Park & Ride located at Upper Main Street help alleviate Edgartown's on-going parking and congestion challenges. The VTA is a great resource- for year-round and seasonal staff. The Edgartown Police Department tickets for parking violations throughout the year. [Vineyard Transit Authority Schedules](#)

SHOPLIFTERS

If your business is targeted by shoplifters, please call the Edgartown Police Department to alert them of the crime immediately. Shoplifters often target more than one business in a day. Your call can enlist other businesses to help catch thieves and also prevent additional merchandise from being stolen.

Edgartown Police Department Phone: (508)- 627-4343

IMPORTANT CONTACTS & INFORMATION

Edgartown Town Hall
70 Main St. 2nd Floor
Post Office Box 159
Edgartown, MA 02539
508-627-6120

[Town of Edgartown Website](#)
[Town of Edgartown FAQ](#)
[Select Board Downloads](#)
[Edgartown Harbormaster](#)
[Edgartown Board of Trade Website](#)

TOWN ADMINISTRATION

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HIGHWAY DEPARTMENT

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SIGN COMMITTEE

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TOWN CLERK

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