



Filing A Business Certificate

MGL C.110, Sect. 5

Who Must File?

Any person, whether individually or as a partnership, conducting business under any title other than the complete real name of the owner(s).

Any corporation doing business in a name other than its corporate name.

This certificate must be signed by a corporate officer.

Changes.

Upon discontinuing, retiring or withdrawing from such business, or in the case of a change of location where the business is conducted, a form must be filed with the office of the Town Clerk.

Fees.

Business Certificate filing: \$40.00

Discontinuance or Change of Business filing: \$20.00

Business Certificate is in full force and effect for four (4) years from date of issue. A new Filing must be made every four years for as long as the business is being conducted. The certificate does not have to be displayed but you must provide a copy upon request.

Filing Process:

Certificate must be in **Black Ink** or **Typewritten**. Complete the form with the exception of the expiration date. The form must be signed by the applicant(s) in front of the Town Clerk or a member of his department - or – the signature(s) may be witnessed by a Notary public.

Penalties:

Violators of these provisions shall be subject to a fine of not more than three hundred (\$300.00) dollars for each month during which said violation continues.

Please Note:

A business certificate does not give you permission to operate your business; it only registers your name. It is your responsibility to obtain all appropriate permits and/or licenses for your business from the Building Department, Board of Health, and/or other licensing authorities.

Filing a Business certificate with the Town Clerk merely allows consumers and/or creditors to identify the name(s) of the actual owner(s) of a business. It does not protect your name as a corporate filing or a trademark does.

Guidelines For Starting A Business

The following is a general set of guidelines for commonly asked questions – and should be used only as such. For more detailed information and requirements please consult the appropriate Town Department or State Agency.

Sell merchandise from a fixed structure:

Make sure your location is properly zoned for the activity. See Building Dept.
Obtain a Vendor's permit? Contact Board of Selectmen.

Display a sign:

Obtain approval from Building Dept.
You may also need permission from the Historical Commission.

Open a food business (i.e. bed & breakfast, retail, food service) from a fixed structure:

Make sure your location is properly zoned for the activity. See Building Dept.
Obtain a Certificate of Inspection. See Building Dept.
Obtain a Food Permit. See Board of Health.
Obtain a Common Victualer's License. Contact Board of Selectmen.

Sell food from a mobile food unit:

Obtain a Food Permit. See Board of Health.
Obtain a State Hawker and Peddler license.
At a public beach will require a permit from the Conservation Commission.

Sell Liquor (i.e. restaurant, package store) from a fixed structure:

Make sure your location is properly zoned for the activity. See Building Dept.
Obtain a Certificate of Inspection. See Building Dept.
Obtain a Food Permit, if applicable. See Board of Health.
Obtain a Liquor License. Contact Board of Selectmen.

Department Telephone Numbers:

Board of Health. 508-699-0103
Board of Selectmen 508-699-0100
Building Dept. 508-699-0110
Conservation Comm. 508-699-0125
Historical Comm. 508-699-0152
Town Clerk 508-699-0142
State Hawker & peddler License. 617-727-3480
State Alcoholic Beverage Control Commission. 617-727-3040

This is only a partial list of activities or businesses that may require a permit and/or license from the Commonwealth or the Town. It is your responsibility to obtain all permits and licenses before starting your business and you should not rely solely on this list for all requirements.