

# Town of Maynard BUSINESS CERTIFICATE



195 Main Street  
Maynard, MA 01754

EXPIRATION DATE:

New \_\_\_\_\_ Renewal \_\_\_\_\_

**For Your Information:** Business certificate (\$40.00 for 4 years). A business certificate **ONLY REGISTERS YOUR NAME** in town (which you must do by M.G.L. - it does not give you permission to operate.) You must first obtain the necessary signatures on this form at Maynard Town Hall, 195 Main Street. This form is intended to assist you in obtaining the information you may need. Once the form is completed, return the form to the Town Clerk's Office, (Town Hall) to obtain the Business Certificate.

DATE: \_\_\_\_\_

YOUR NAME/S: \_\_\_\_\_

YOUR HOME ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*\*If the business is to be conducted in a residence, please answer the following:*

	YES	NO
Is the business conducted solely within a dwelling and solely by the person(s) occupying the dwelling as a primary residence?		
Is the business clearly incidental and secondary to the use of the premises for residential purposes?		
<i>If the answer to either of the above questions is NO, you must consult with the Zoning Board of Appeals prior to the issuance of any business certificate.</i>		
	YES	NO
Does the business produce offensive noise, vibration, smoke, dust, odors, heat, lighting, electrical interference, radioactive emission, or environmental pollution?		
Does the business utilize exterior storage of material or equipment?		
Does the business exhibit any exterior indication, including signs, of its presence or any variation from residential appearance?		
Does the business produce more than two (2) customer, pupil, or client trips to the occupation site per day?		
Does the business have any nonresident employees?		
Will the business have on site cooking/baking? On site chemicals?		
<i>If the answer to any of the above questions is YES, you must consult with the Zoning Board of Appeals and/or the Board of Health prior to the issuance of any business certificate.</i>		

# Town of Maynard – Business Certificate Continued

NAME OF BUSINESS \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

IS THIS A HOME OCCUPATION? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

ADDRESS OF BUSINESS \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

BUSINESS TAX ID/EIN or SOCIAL SECURITY NUMBER: \_\_\_\_\_

**NOTE: If application cannot be signed before the Town Clerk, your signature must be notarized:**

On \_\_\_\_\_ the applicant(s) personally appeared before me and made oath that the foregoing statement is true.

\_\_\_\_\_  
Notary Expiration Date

\_\_\_\_\_  
Notary Public Signature and Seal

In accordance with the provisions of Chapter 337 of the Acts of 1985 and Chapter 110, Section 5 of Massachusetts General Laws, Business Certificates shall be in effect for four years from the date of issue and shall be renewed each for years thereafter. A statement under oath must be filed with the Town Clerk upon discontinuing, retiring, or withdrawing from such business or partnership. Copies of such certificates shall be available at the address at which the business is conducted and shall be furnished on request during regular business hours to any person who has purchased goods or services from such business. Violations are subject to a fine of not more than three hundred dollars (\$300.00) for each month during which such violation continues

**TOWN CLERK'S OFFICE SIGNATURE:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*PLEASE SEE OTHER SIDE*

# Town of Maynard – Business Certificate Continued

TREASURER/COLLECTOR:

COMMENTS: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**BUILDING PERMITTING / ZONING OFFICE** – This individual has been informed of any permit requirements that may pertain to this type of business.

COMMENTS: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**BOARD OF HEALTH:** This individual has been informed of the permit requirements that may pertain to this type of business.

COMMENTS: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\*\*\*\*\*  
**The signatories above acknowledge this certificate is not proof of conformity to Building Department / Zoning Bylaws or Board of Health regulations. It is the responsibility of the applicant to contact the Building Inspector/Zoning Department and the Board of Health to comply with Town Bylaws, rules, and regulations.**  
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**NOTE: If application cannot be signed before the Town Clerk, your signature must be notarized:**

On \_\_\_\_\_ the applicant(s) personally appeared before me and made oath that the foregoing statement is true.

\_\_\_\_\_  
Notary Expiration Date

\_\_\_\_\_  
Notary Public Signature and Seal

## BUSINESS CERTIFICATES

The Policy of the Town Clerk's Office is to inform the applicant:

1. They are registering their Business Name only.
2. The Business Certificate is not a Permit to conduct Business in a Residential District
3. The Business Certificate carries no Zoning benefits
4. The applicant must comply with the Zoning By-laws and other Regulations

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### SUMMARY OF MASSACHUSETTS GENERAL LAWS (MGL) CHAPTER 110:5

#### BUSINESS CERTIFICATE (DBA)

**Who Must File?** Any person conducting business in the Town of Maynard, under any title other than the complete real name of the owner, whether individually or as a partnership should file

**Where to File?** File with the Office of the Town or City Clerk, in the Town or City where the office (business) of any such person, partnership or corporation is located.

**Does a Business Certificate Expire?** A Business Certificate is in force and effect for four (4) years from the date of issue. A new filing must be made every four (4) years as long as the business is being conducted.

**What about a Change:**

**When:**

- Retiring or Withdrawing from such business or partnership
- Discontinuing the business or partnership
- Change of residence of such person(s)
- Change of the location where the business is conducted
- Such changes must be filed with the Office of the Town Clerk

**Do I have to display the Business Certificate?** No. You must provide a copy upon request, during regular business hours, to any person who has purchased goods or services from your business.

**Fees:**

Business Certificate	\$40.00 (Includes one certified copy)
Withdrawals, Discontinuances, Address Change, Etc.	\$20.00 (Includes one certified copy)

**Filing a Business Certificate by Mail:**

- Obtain the Business Certificate form from the Office of the Town Clerk
- Fill out completely, including signatures from appropriate Town Departments, except for the expiration date
- **Sign the Business Certificate Form in the presence of the Town Clerk or a Notary Public**
- **If a partnership, each individual must sign the Business Certificate Form in the presence of the Town Clerk or a Notary Public**
- Mail the Business Certificate form, with a check or money order, payable to the Town of Maynard, Office of the Town Clerk, 195 Main Street, Maynard, MA 01754

**PENALTIES:** Violation of the above provision shall be subject to a fine of not more than \$300.00 for each month during which such violation continues.