



Town of Chelmsford BUSINESS CERTIFICATE

FILE #:	_____
File Date:	_____
Exp. Date:	_____

New Business or Renewal: \$60 New Business Business Renewal

Changes: \$30 Change of DBA Name/Address Partial Addition/Removal of Owner Discontinuance of Business

In conformity with M.G.L. c. 110 s. 5, as amended, the undersigned hereby declares that a business is conducted under the title of:

1. DOING BUSINESS AS (Name of Business): _____
2. DBA OWNER: _____
3. DBA BUSINESS ADDRESS: _____
4. THE ABOVE LOCATION IS: A Commercial Address A Residential Address
5. Brief description of DBA business: _____
6. Is your business involved in any of the following activities: serving or selling food or tobacco, operating a tanning salon or sauna, providing childcare services, offering tattoo/body art (including microblading), or running a camp? Yes No
(If yes, please circle or underline which one(s))
7. Are you changing the current use of the space? Yes No
8. Telephone Number: _____ 9. Mailing Address (If Different): _____
10. Email: _____ 11. Is this a minority owned business? (optional) Yes No

PRINTED NAME(S) of SIGNER(S)	Title	OWNER ADDRESS (Corp. address, if Corporation)
_____	_____	_____
_____	_____	_____

HEALTH DEPARTMENT APPROVAL: *If you answered "Yes" to Question 6, please visit the Health Department.*

Signature of Health Inspector/Director: _____ Date _____

BUILDING COMMISSIONER APPROVAL: *Residential: Only required if filing for a new business or address change. Commercial: Building Commissioner must approve changes, renewals, and new DBAs.*

The Building Commissioner may require further review prior to signing. Additional licenses/permits may be required. The Building Commissioner will sign off when available.

Will you be performing renovations or construction on this property? Yes No *If yes, please specify:*

Signature of Building Commissioner: _____ Date _____

NOTARIZATION OR CHELMSFORD TOWN CLERK CERTIFICATION: *Business owner(s) who cannot sign in the presence of the Chelmsford Town Clerk must sign in the presence of a Notary Public.*

Signature(s): _____ Date: _____

ID Check(s): THE ABOVE-NAMED PERSON(S) PERSONALLY APPEARED BEFORE ME AND MADE AN OATH THAT THE FOREGOING STATEMENT IS TRUE.

Notary Public Signature/
Town Clerk Representative Signature

Commission Expiration

APPLICATION FOR HOME OCCUPATION

BUILDING DEPARTMENT

Lower Level, 50 Billerica Road, Chelmsford, Massachusetts 01824

Name: _____ Date: _____

Residential Address: _____

House # Street Unit/Apt# Zip Code

Per Chapter 195 § 7 of the Chelmsford Town Bylaws, only a resident of this dwelling may apply for a business certificate.

Business Tel #: _____ Home Tel #: _____

Email: _____

Description of Home Occupation: _____

Percentage (%) area of home to be used: _____

Percentage (%) area of accessory structure to be used: _____

Will anyone other than members of the family residing at the premises be employed?

No Yes if yes, how many? _____

Will there be parking of any motor vehicles in conjunction with the activity? _____

If yes, describe: _____

Will there be deliveries of any kind at the premises? _____

If yes, describe: _____

Will clients or pupils come to the house for consultation or instructions? _____

Will there be any use of, or storage of hazardous materials? _____

If yes, describe: _____

Will there be any signs? _____ Describe: _____

Will there be any exterior storage of materials? _____

If yes, describe: _____

SIGNATURE OF APPLICANT: _____

Signed under the pains and penalties of perjury.

BUILDING COMMISSIONER: *Please sign the reverse side of this form to confirm approval.*

In accordance with Chapter 337 of the Acts of 1985 and M.G.L. c. 110 s. 5, Business Certificates shall be in effect for four years from the date of issue and shall be renewed each four years thereafter. A statement under oath must be filed with the Town Clerk upon discontinuing, retiring or withdrawing from such business. Copies of such certificates shall be available at the address at which such 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 fine of not more than three hundred (\$300) for each month during which such violation continues.