

**Town of Lynnfield
BUSINESS CERTIFICATE**



55 Summer Street, Lynnfield, MA. 01940
781-334-9401

EXPIRATION DATE:

Renewal _____ New _____

For Your Information: Business certificate (\$25.00 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 Lynnfield Town Hall, 55 Summer 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: _____

NAME OF BUSINESS _____

TYPE OF BUSINESS _____

IS THIS A HOME OCCUPATION? _____ **YES** _____ **NO** _____

ADDRESS OF BUSINESS _____

APPLICANT SIGNATURE _____

TOWN CLERK'S OFFICE SIGNATURE:

Name

Title

Date

PLEASE SEE OTHER SIDE

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 Zoning Bylaws or Board of Health regulations. It is the responsibility of the applicant to contact the Building Inspector and the Health Director in order to comply with Town Bylaws, rules and regulations.

NOTE: If application cannot be signed before the Town Clerk or the Assistant 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.

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

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

BUSINESS CERTIFICATE (DBA)

Who Must File? Any person conducting business in the Town of Lynnfield, 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 Clerk, in the Town 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	\$25.00 (Includes one certified copy)
Withdrawals, Discontinuances, Address Change, Etc.	\$15.00 (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 Lynnfield, Office of the Town Clerk, 55 Summer Street, Lynnfield, MA 01940.

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.

**STATEMENT OF DISCONTINUANCE, CHANGE OF RESIDENCE, CHANGE OF LOCATION OF BUSINESS,
WITHDRAWAL, OR DECEASED FROM BUSINESS OR PARTNERSHIP**

In conformity with the provision of Chapter 110, Section 5 of the MA General Laws, the undersigned hereby declare(s) that we(I) have this day

_____ Discontinued _____ Withdrawal from Filed on Date _____

The business known as _____ conducted at
_____ as set forth.

NAME

ADDRESS

The location of _____ the business _____ my residence as it appears on the business certificate of:
_____ filed on _____ has been
changed to _____.

As Executor or Administrator for the Estate of _____ who died on
_____. I hereby request a:
_____ Discontinuance of the business certificate _____ Withdrawal of his/her name from the business
certificate filed on _____ in the name of _____

SIGNATURE(S):

On _____ the above named person(s) appeared before me and made oath that
the foregoing statement is true.

(SEAL) _____
Commission Expiration Date Town Clerk / Notary Public

Identification Presented: Driver's License # _____
Other _____