



MANCHESTER-BY-THE-SEA
TOWN CLERK'S OFFICE

BUSINESS CERTIFICATE

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

<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal Application	IS THIS A NEW USE OF THIS PROPERTY? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DOING BUSINESS AS: _____ (BUSINESS NAME)			
BUSINESS IS OWNED BY: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Registered Company (Corporation, LLC, LLP)			
OWNER(S) or COMPANY NAME: _____			
BUSINESS ADDRESS: _____ # Street Unit / Apartment			
BUSINESS LOCATION IS: <input type="checkbox"/> Commercial Address <input type="checkbox"/> Residential/Home Office		NUMBER OF EMPLOYEES: _____	
BUSINESS TYPE / ACTIVITIES: _____			
TELEPHONE NUMBER: _____ MOBILE NUMBER: _____			
E-MAIL: _____			
MAILING ADDRESS (if different from above): _____			
<i>List name(s) and residential address of corporate officer(s)/owner(s) or DBA owner's residential address.</i>			
<u>FULL NAME(S):</u>		<u>RESIDENTIAL ADDRESS(S):</u>	
_____		_____	
_____		_____	
_____		_____	

NOTARIZATION OR TOWN CLERK CERTIFICATION:

(Business owner(s) who do not sign in the presence of the Manchester-by-the-Sea Town Clerk must sign before a notary public)

SIGNATURE(S): _____

▼ PLACE SEAL HERE ▼

DATE: _____
THE ABOVE NAMED PERSON(S) PERSONALLY APPEARED BEFORE
ME AND SWORE THAT THE FOREGOING STATEMENT IS TRUE.

Notary Public Signature or Town Clerk Representative Signature Commission Expiration

TYPE OF IDENTIFICATION PRESENTED: _____

Return this completed form to the Clerk's Office with \$40.00 fee

Application will be routed through the departments on the following page for any necessary action.

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. Businesses based at a residential address in Manchester are governed under Sec. 4.0 of the MBTS Zoning Bylaw.

COMPLETED BY CLERK'S OFFICE

Application Payment: _____

Certificate Number: _____

Date Issued: _____

Certificate Expires: _____

Business Certificate Application Review

Business Name: _____

Address: _____

*****FOR TOWN HALL USE ONLY*****

Building Inspector

Approval Date: _____

Fire Department

Approval Date: _____

Police Department

Approval Date: _____

Board of Health

Approval Date: _____

Historic District Commission

Approval Date: _____

Town Collector (Property in Good Standing)

Approval Date: _____

Select Board

Approval Date: _____

Conditions: _____

Once approved, a certified copy of the business certificate will be sent to the mailing address on file.