

Business Certificates  
And  
Common Questions About Filing  
(MGL Chapter 110, Section 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. The certificate must be completed and filed by a corporate officer.

**Where Does One File?**

File with the Town Clerk, either in person or by mail, in every city or town where an office of said business may be situated.

**What About a Change?**

Upon discontinuing, retiring or withdrawing from such business, or in the case of a change of residence of such person or of the location where the business is conducted, the owner(s) of the business must inform the Town Clerk.

**Does a Business Certificate Expire?**

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

**Does the Certificate Have to be Displayed?**

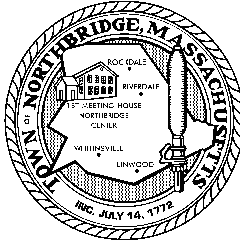
No. However, you must provide a copy upon request.

**Fees**

Business Certificate Filing	\$25.00
Withdrawal, Disct., Change, etc. (usual fee)	\$10.00

**How to File**

Complete the 2-page application below with the exception of the expiration date. Mail or deliver the application to the Town Clerk, 7 Main St., Whitinsville, MA 01588. The application will also require the Zoning Agent's approval before the Certificate is issued. Notarization on the form can be done at Town Hall or elsewhere, before or after approvals are complete. Payment fee checks should be made payable to Town of Northbridge. For more information, call the Clerk's office at 508-234-2001.



TOWN OF NORTHBRIDGE  
**OFFICE OF THE TOWN CLERK**  
TOWN HALL - 7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588

**DOREEN A. CEDRONE**  
TOWN CLERK

AREA CODE 508-234-2001

**BUSINESS CERTIFICATE**

Fee: \$25.00

Date \_\_\_\_\_

IN CONFORMITY WITH THE PROVISIONS OF CHAPTER ONE HUNDRED AND TEN, SECTION FIVE OF THE GENERAL LAWS, AS AMENDED, THE UNDERSIGNED HEREBY DECLARE(S) THAT A BUSINESS IS CONDUCTED UNDER THE TITLE OF

\_\_\_\_\_

AT \_\_\_\_\_  
(Address)

BY THE FOLLOWING NAMED PERSON(S): (Include corporate name and title, if corporate office)

Full Name

Residence and Telephone

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, PERSONALLY APPEARED \_\_\_\_\_ (name of document signer/s), PROVED TO ME THROUGH SATISFACTORY EVIDENCE OF IDENTIFICATION, WHICH WAS \_\_\_\_\_

\_\_\_\_\_, TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SIGNED ABOVE, AND WHO SWORE OR AFFIRMED TO ME THAT THE CONTENTS OF THE DOCUMENT ARE TRUTHFUL AND ACCURATE TO THE BEST OF HIS/HER OR THEIR KNOWLEDGE AND BELIEF.

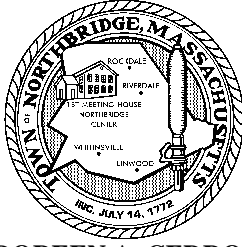
\_\_\_\_\_ (Official signature and Seal of Notary)  
My Commission Expires \_\_\_\_\_

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 FOUR YEARS THEREAFTER.** A STATEMENT UNDER OATH MUST BE FILED WITH THE CITY CLERK UPON DISCONTINUING, RETIRING, OR WITHDRAWING FROM SUCH BUSINESS OR PARTNERSHIP.

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 THAT THREE HUNDRED DOLLARS (\$300) FOR EACH MONTH DURING WHICH SUCH VIOLATION CONTINUES.**

CERTIFICATE EXPIRES \_\_\_\_\_  
Four (4) Years from Effective Date

*This Business Certificate registers your name and your business name in the Town of Northbridge, making you compliant with MGL Chapter 110, Sec. 5. It DOES NOT give you permission to operate the business. The acquisition of any licenses or permits required for the operation of your business is your responsibility.*



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TOWN CLERK

**AREA CODE 508-234-2001**

**MEMO**

Date: \_\_\_\_\_

TO: James Sheehan, Inspector of Buildings/Zoning Agent  
FROM: Doreen A. Cedrone, Town Clerk  
RE: Business Certificate Request

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**TO BE COMPLETED BY APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT:**

Has requested the issuance of a Business Certificate for a business located at:

\_\_\_\_\_

For the following purpose:

\_\_\_\_\_

\_\_\_\_\_

Please review and state your opinion.

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**TO BE COMPLETED BY ZONING AGENT:**

I have reviewed the attached Business Application and have determined the following:

\_\_\_\_\_ **Approved**          \_\_\_\_\_ **NOT Approved**

\_\_\_\_\_  
James Sheehan  
Inspector of Buildings/Zoning Agent

\_\_\_\_\_  
Date