

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 area
3. The Business Certificate carries no Zoning benefits
4. The applicant must comply with Zoning By-laws and other regulations

Summary of Massachusetts General Laws (M.G.L.) Chapter 110:5 Business Certificate (DBA)

Who must file? Any person conducting business in the Town of Uxbridge, 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 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 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 normal business hours, to any person who has purchased goods or services from your business.

Fees:

Business Certificate, \$20.00

Withdrawals, \$15.00

Filing a Business Certificate by Mail:

- Obtain the Business Certificate form from the Office of the Town Clerk or the Town's Webpage.
- Fill out the form completely, including signatures from appropriate 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 Uxbridge, Town Clerk, 21 South Main Street, Uxbridge, MA 01569.

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.



Marc L Montminy
Chief of Police

UXBRIDGE POLICE DEPARTMENT

275 Douglas Street, Uxbridge, Massachusetts 01569

Phone: (508) 278-7755

Fax: (508) 278-7874



Business Registration

Agency Use Only:

Site #: _____

Date: _____

Date: _____

Business Name: _____

Physical Business Address: _____

Site Telephone: _____ Headquarters Contact: _____

Are the premises monitored by an alarm: YES ☐ NO ☐

Type of alarm: POLICE ☐ FIRE ☐ BOTH ☐

Alarm Company: _____ Alarm Company Phone: _____

Contacts: (Please list in order you wish them to be contacted in an emergency)

Name / Title	Cell Phone	Other Phone
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____

Primary Contact E-Mail: _____

Other Pertinent Info (Hours, Cautions/Hazards, Etc.):

The Commonwealth of Massachusetts, Town of Uxbridge
BUSINESS CERTIFICATE

Date.....

* **New Business** or ** **Renewal** or ****Re-instated** (circle one)

In conformity with the provision of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business **under the title of**

Business Name.....**State I.D. #**

is conducted at.....

Mailing address.....Zip Code.....

Type of business..... Phone No.....

PRINT FULL NAME(S)

HOME MAILING ADDRESS (Including Zip Code)

1.....

2.....

3.....

(signature)

(signature)

The following section may only be completed by a Notary Public.
Instruction to Notary: Affix seal on the right side of the Notary Section.

The Commonwealth of Massachusetts

Worcester SS.

Date.....

Personally appeared before me the above-named.....

and made oath that the foregoing statement is true.

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

Businesses may be required to obtain permits, licenses or approval from other town departments or even the State.

TOWN CLERK OFFICE USE ONLY

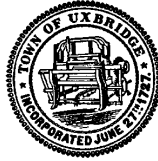
Business Certificate expires.....

.....
Town Clerk/Assistant Signature

TOWN OF UXBRIDGE SEAL

YOU ARE ADVISED THAT HOLDING THIS CERTIFICATE DOES NOT EXEMPT YOU FROM OBTAINING ANY OTHER LICENSE, PERMIT, OR APPROVAL REQUIRED TO OPERATE THIS BUSINESS.

Application for Employer Identification Number: 1-800-829-1040



*Kelly J. Cote, CMC
Uxbridge Town Clerk
21 S. Main Street
Uxbridge, MA 01569
Tel. 508-278-8600 ext. 3 Fax. 508-278-3154*

Business Certificate Sign-Off Sheet

Has new construction been performed or will new construction be required? _____

Will there be any outside storage? _____

Will the public be accessing the business? _____

Will there be any employees? _____

Will there be a sign for the business? _____

The Business owner has been informed of the permit requirements that may pertain to this type of business:

Board of Health Date

Building/Zoning Dept. Date

Town Manager's Office Date

Assessor's Office Date

There are no outstanding taxes owed:

Treasurer/Collector's Office Date