



The Commonwealth of Massachusetts

Town of Egremont

BUSINESS CERTIFICATE (DBA) (New ____) (Renewal ____)

Fee: \$20.00 Expires: ____ Number: _____

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: (Name of Business) (Type of Business)

AND IS BEING CONDUCTED AT: (Address of Business)

BY THE FOLLOWING NAMED PERSONS: (Include Corporate Name and Title if Corporate Officer.)

_____	_____	_____
Print Name	Residence	Mailing Address
_____	_____	_____
Phone		Email address

_____	_____	_____
Print Name	Residence	Mailing Address
_____	_____	_____
Phone		Email address

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

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The Commonwealth of Massachusetts

Berkshire County, SS:

On this ____ day of _____, 20____, before me, the undersigned, personally appeared _____, and made oath that the foregoing statement is true.

Town Clerk
(Seal)

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THIS BUSINESS CERTIFICATE 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 OR PARTNERSHIP. COPIES OF THIS CERTIFICATE 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 A FINE OF NOT MORE THAN THREE HUNDRED DOLLARS (\$300.00) FOR EACH MONTH DURING WHICH SUCH VIOLATION CONTINUES. "ISSUANCE OF THIS LICENSE DOES NOT MEAN THE BUSINESS HAS MET TOWN OF EGREMONT ZONING REQUIREMENTS".

Business Certificate (DBA)

Application Instructions

- You may fill out all required information on this form EXCEPT YOUR SIGNATURE. You must sign the application in the presence of a Notary Public to ensure its validity. You may use a Notary of your choice, or the Clerk's Office can provide you with notarization.
- Any person, whether individually, a partnership, or a corporation conducting business under any name other than the complete name of the person or corporation conducting the business, must file with the Town Clerk's Office a BUSINESS CERTIFICATE (also referred to as a DBA certificate) in accordance with M.G.L.c.110, s.5.
- Filing a business certificate at the Town Clerk's Office does not protect your name such as a corporation filing or a trademark registration does. It merely allows consumers and creditors to identify the names of the actual owners of a business (State Law requires this filing).
- A business certificate does not give you permission to operate a business, it only registers the name. It is your responsibility to obtain all necessary licenses and/or permits required by the Town. The Building Department can tell you if your location is properly zoned; the Health Department can tell you if you need a food service permit; the Selectmen's Office can tell you if you need a liquor license, etc.
- The Fee for a Business Certificate is twenty dollars (\$20.00) and the Certificate is good for four (4) years.

If you have obtained the proper notarization of your DBA certificate, please submit it with payment to:

Town of Egremont Town Clerk

P.O. Box 368

South Egremont, MA 01258

(please do not send cash - make checks payable to "Town of Egremont")

If you have any questions regarding this application please feel free to call the Town Clerk at (413) 528-0182 ext. 11 or email us at townclerk@egremont-ma.gov