



# Commonwealth of Massachusetts City of Melrose

Business Certificate # \_\_\_\_\_

Expiration Date \_\_\_\_\_

\_\_\_New Filing      \_\_\_Renewal (previous certificate # \_\_\_\_\_)      \_\_\_Change Address      \_\_\_Termination

In conformity with the provisions of Chapter One Hundred Ten, Section Five of the Massachusetts General Laws, as amended, the undersigned hereby declare(s) that a business under the

**title of:** \_\_\_\_\_

is being conducted at: \_\_\_\_\_

by the following named person(s):

Full Name (printed)	Residence	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We understand that Filing a Business Certificate is NOT a license from the City Clerk, City of Melrose, or any of its agents or employees to operate a business. I/We understand that the filing of this Business Certificate DOES NOT necessarily mean that the business complies with the Zoning Laws of the City.  
I swear or affirm that the statements contained in this certificate are true.

Signed:

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

## COMMONWEALTH OF MASSACHUSETTS

Melrose, MA

\_\_\_\_\_ 20\_\_\_\_

Personally appeared before me the above named \_\_\_\_\_

and made oath that the foregoing statement is true.

*On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which were \_\_\_\_\_ to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his) (her) knowledge and belief*

\_\_\_\_\_  
signature  
\_\_\_\_\_  
City Clerk, Asst. City Clerk, Head Clerk

(City Seal)

\_\_\_\_\_  
Notary Public signature and seal

\_\_\_\_\_  
commission expires

A certificate issued in accordance with this section shall be in force and effect for four (4) 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. A statement under oath must be filed with the City Clerk upon discontinuing, retiring or withdrawing from such business or partnership.

**Business Certificate Application (For Home Occupied Business only)**

Description of Business: \_\_\_\_\_  
\_\_\_\_\_

List all major equipment used in this business: \_\_\_\_\_

Where on the premises will business be conducted? \_\_\_\_\_

Will there be any exterior changes to this property including signs? \_\_\_\_\_

Will there be any noise, emissions, etc. noticeable to persons adjacent to this property ? \_\_\_\_\_

Will customers visit the property? \_\_\_\_\_ If yes, how many people are expected at one time \_\_\_\_\_

List materials sold or stored at the property: \_\_\_\_\_

Is this business solely a telephone or marketing business use? \_\_\_\_\_

Do you own the property? \_\_\_\_\_ If no, authorization from the property owner is required:

I, \_\_\_\_\_, own the above property and authorize \_\_\_\_\_ to operate his/her business from this address.

I certify that I have personally answered all the questions on this application and that they are accurate and true to the best of my knowledge.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**Date** \_\_\_\_\_ **Approved** \_\_\_\_\_  
name title

**Denied** \_\_\_\_\_  
name title

**Comments** \_\_\_\_\_  
\_\_\_\_\_

**Certification Clause (For All Applicants)**

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes as required under law.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
By: Corporate Officer

\_\_\_\_\_  
Social Security Number or Federal Identification Number (Voluntary)

This Certificate will not be issued unless this certification clause is signed by the applicant. Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Applicants who fail to correct their non-filing or delinquency will be subject to certificate suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.