Deborah A. Clayman
City Clerk

City of Chelsea

OFFICE OF THE CITY CLERK
City Hall, 500 Broadway
Chelsea, MA 02150

Telephone: 617-466-4050
Fax: 617-466-4059
dclayman@chelseama.gov

INSTRUCTIONS FOR FILING BUSINESS CERTIFICATE

Complete top portion of Business Certificate, including business name, business address, full name, residence, telephone number and signature. Please note that your Business Certificate must be notarized.

Return attached Business Certificate to the Office of the City Clerk, City Hall, 500 Broadway, Room 209, Chelsea, MA 02150, with the following:

1) Copy of Certificate of Occupancy (*obtained from the Department of Inspectional Services, City Hall, 500 Broadway, Chelsea, MA (617-466-4130)*;

2) Filing fee in the amount of $25, payable to the City of Chelsea by check or money order only.

If you have any questions, please feel free to contact the Office of the City Clerk at 617-466-4050.

BUSINESS CERTIFICATE
$25.00 (payable by check or money order to City of Chelsea)

City of Chelsea
Massachusetts

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

_____

_____
(address)

by the following named person(s): (include corporate name and title, if corporate officer)

FULL NAME	RESIDENCE and PHONE NUMBER

SIGNATURES:

_____ _____

_____ _____

On this _____ day of_____, 20____, before me, the undersigned notary public, personally appeared the above named person(s) whose name is signed above, and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

(seal)

Identification presented: _____

_____
NOTARY PUBLIC

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 a fine of not more than three hundred dollars ($300.00) for each month during which such violation continues.

CERTIFICATE EXPIRES _____