

Ellen Agro



**TOWN OF MENDON
Office of the Town Clerk**

**20 Main Street
Mendon, Massachusetts 01756
Telephone: (508)473-1085 Fax: (508)478-8241**

Business Certificates

Procedure

When applying for a business certificate please ensure you have the following:

1. Completed application (notary can be done in the Clerk's office)
2. Application for a Business/Home Occupation Permit from Building Department. (This is done online)
3. Completed **Contact Information** form.
4. Payment of \$40.00 submitted to the Town Clerk's office. Checks made out to "Town of Mendon"

What is a Business Certificate/DBA?

A Business Certificate is a local registration of a business that is conducted within the Town and filed with the Town Clerk, either in person or by mail, in every city/town where the business of any such person, partnership or corporation may be situated. It is commonly referred to as a "d/b/a/ (doing business as). The primary purpose of filing is to protect consumers or creditors by identifying the names and addresses of the owners of the business. Essentially, the public has a right to know who a business "is", since a customer will not know who owns the business simply by the name of the business.

NOTE:

A BUSINESS CERTIFICATE IS NOT A LICENSE TO DO BUSINESS IN THE TOWN OF MENDON. ADDITIONAL LICENSE/PERMITS ISSUED BY OTHER TOWN DEPARTMENTS OR STATE AGENCIES MAY BE REQUIRED IN ORDER TO DO BUSINESS. PLEASE REFER TO THE TOWN OF MENDON ZONING BYLAWS FOR CONDUCTING BUSINESS IN THE TOWN OF MENDON. CHECK WITH THE BUILDING/PLANNING DEPARTMENT FOR CONFORMANCE WITH THE TOWN'S BUSINESS REGULATIONS.

WHO MUST FILE?

Any person conducting business under any title (business name) other than the complete real name of the person conducting the business must file a certificate. A person is defined as an individual, a partnership, or a corporation.

Exemptions to filing are allowed under MGL Chapter 110, Section 6 if the corporation is doing business under its true corporate name, or if a legal partnership is doing business under any title which includes the true surname of any person. Certain other exemptions exist for trusts and limited partnerships.

WHO MUST SIGN THE BUSINESS CERTIFICATE?

If the business is owned solely by one person, only that person needs to sign. If it is a partnership of two or more people (but not a formal legal entity), both or all the “partners” must sign. If it is a legal partnership, an officer who has authority to sign on behalf of the partnership may do so. If it is a corporation, an officer who has signatory authority must sign – which is usually the President, but not always. **All signatures must be made in front of a notary or the Town Clerk. Do not sign the certificate unless it is in front of one of these individuals. An individual must be 18 years of age or older to legally sign a business certificate.**

Please direct any inquiries regarding a Business/Home Occupation Permit to the Mendon Building Department 508-473-2679. All other inquiries should be directed to the office of the Town Clerk.