

*Laura J. Caruso  
Town Clerk*



*Sutton Town Hall  
4 Uxbridge Road  
Sutton, Massachusetts 01590  
Telephone: (508)865-8725  
Fax: (508)865-8721  
Email: l.caruso@town.Sutton.ma.us*

# TOWN OF SUTTON

## BUSINESS CERTIFICATE

### **WHAT IS A BUSINESS CERTIFICATE?**

A business certificate is the registration of a business that is being conducted and is located within the Town of Sutton. It is commonly referred to as a "DBA" or "Doing Business As" certificate. Its purpose is primarily for consumer protection and public information. Consumers are entitled to this information and it may not otherwise be readily available.

### **WHO FILES:**

Massachusetts General Laws Chapter 110 § 5 states that any person conducting business under any title or business name other than the real name of the person conducting the business must file a Business Certificate. A person is defined as an individual, a partnership, or a corporation. Exemptions to filing are allowed under § 6 if the corporation is doing business in its true corporate name.

### **HOW TO FILE:**

Applications for filing are available in the Town Clerk's Office and need to be approved by the Zoning Enforcement Officer. The certificate includes the name and residence of each person conducting the business, and the location where the business is conducted.

The named individuals must either appear in person at the Town Clerk's Office in order to execute the document, or have their signatures on the form notarized by a Notary Public. The filing fee is \$20.00 and the certificate is valid for four years from date of execution.

### **TO DISCONTINUE, WITHDRAW OR AMEND:**

The form is completed and filed with the Town Clerk if one of the following occurs before the expiration:

- Business is discontinued.
- One or more of the persons named on the certificate is withdrawn or retired from the business or partnership.
- One or more of the persons named on the certificate dies.
- Change of residence of one or more of the named persons on the certificate.
- Change of location where the business is located.
- Adding another name to the business.

**Business Certificates are public documents. A Business Certificate does not allow you to violate Zoning By-Laws.**