

Tanji Cifuni
City Clerk562 Main Street Melrose, Massachusetts 02176
(781) 979-4115

Business Certificate # _____

Expiration Date _____

Business Certificate Application

Step 1. Inspectional Services Department Requirements:

- ☐ Visit Inspectional Services to obtain an occupancy permit for your business location
- ☐ Application and fee can be submitted directly to Inspectional Services

Step 2. City Clerk's Office Requirements:

- ☐ Submit Occupancy Permit with completed Business Certificate Application (New Permits Only)
- ☐ Include property owner's authorization on page 2, if applicable
- ☐ \$75 Filing Fee; valid for 4 years

BUSINESS CONTACT INFORMATION

Business Name _____

Applicant's Name _____

Business Address _____

Social Security Number or Federal Identification Number	New Business: ☐ Renewal: ☐
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Mailing Address _____

Telephone Number of Owner _____

Email Address _____

24-hour Emergency Contact Name: _____ 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. Additionally, I /We certify under the penalties of perjury that I /We, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes as required under law. Additionally, I/We certify that I/We have personally answered all the questions on this application and that they are accurate and true to the best of my knowledge. This Certificate will not be issued unless this certification clause is signed by the applicant. Your social security number will be furnished to the MASS DOR 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 MGL, Chapter 62C, Section 49A.

Applicant's Signature: _____ Date: _____

On this _____ day of _____, 20____, before me, the undersigned personally appeared _____, proved to me, through satisfactory evidence of identification, which was/were _____, to be the person(s) whose name is signed above, and swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public, City Clerk, Assistant City Clerk, Senior Clerk



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Business Certificate Application *(continued)*

DESCRIPTION OF BUSINESS ACTIVITIES TO BE DONE AT THE ABOVE ADDRESS

Is this a home-based business?	YES	NO
Brief description of the 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?	YES	NO
Will there be any noise, emissions, etc. noticeable to persons adjacent to this property?	YES	NO
Is this business solely a telephone or marketing business?	YES	NO
Will customers visit the property?	YES	NO
If yes, how many people are expected at one time?		
List materials sold or stored at the property:		

PROPERTY OWNER AUTHORIZATION *(to be completed only if the applicant is not the legal property owner)*

I, _____, own the property at _____,
and authorize _____ (applicant) to operate his/her business from
this address.

Property Owner Signature

Date



CITY OF MELROSE

OFFICE OF THE CITY CLERK

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City Clerk

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INSPECTIONAL SERVICES

- ☐ Approved – *with C/O attached*
☐ Denied
☐ Pending

Comments:

Building Inspector's Signature

Date

TREASURER COLLECTORS' OFFICE

Date Signed: _____

Available in person during City Hall business hours _____

Treasurer Collector Signature

Treasurer Collector Name Printed

☐ Denied

☐ Approved

☐ Other

Comments: