

Business Certificates

New Businesses

According to Massachusetts General Laws all businesses, doing business under any name other than the actual name of the owner, must register with the town in which they are located. If you are opening a new business, please come to the Town Clerk's Office Monday through Friday from 8 am until 4 pm to fill out the application. Once submitted, the application will need to be approved by the Police Chief and the Zoning Officer. There is also a tax signoff form which must be completed by the Treasurer/Collectors Office. The fee to obtain a new business certificate is \$40. The signatures of all owners must be notarized. This can be done at the Town Hall or by an outside notary service prior to submission.

****If your business is registered with the state, you may not be required to register with us.**

Renewals

Business Certificate renewals are due every 4 years. The Town Clerk's Office will mail a reminder with instructions for completion when your business is up for renewal. To renew, you may visit Town Hall or mail a check made payable to the Town of Mattapoisett for \$40 to PO Box 89, Mattapoisett, MA 02739. There is also a convenient payment drop box located on the front lawn of town hall. Renewal forms submitted via regular mail or drop box will be mailed to the owner on file once processed. The renewal forms must also be notarized.

Discontinuance/Amendments

Business owners are required to file a form with the Town Clerk's Office if anything changes with your business or if your business closes. The fee to file a change or discontinuance form is \$ 15. Please call the Town Clerk's Office with any questions relating to business registrations at 508-758-4100 x2.

Click below for Business Certificate Application

https://www.mattapoisett.net/sites/g/files/vyhliif3436/f/uploads/business_certificate_form.pdf