



CITY OF PITTSFIELD

CITY CLERK OFFICE, CITY HALL, 70 ALLEN STREET, ROOM 103, PITTSFIELD, MA 01201 413-499-9361 FAX 413-499-9463

APPLICATION FOR BUSINESS CERTIFICATE FREQUENTLY ASKED QUESTIONS

Why do I need a business certificate? In order to regulate trade, Massachusetts General Laws Chapter 110, Section 5 requires any person conducting a business, whether individually or as a partnership, under any title other than the real name of the person conducting the business to file a business certificate with the City Clerk. These certificates are often referred to as “doing business as” certificates. For example, if you are Jane Smith selling books as a sole proprietor, a partnership, or a corporation, and you are using Books Galore as a business name, you are required to have a business certificate on file with the City Clerk.

When is a business certificate needed? Any time a person is conducting business in the Commonwealth under any title other than the real name of the person conducting the business.

How long are business certificates valid for? Four years from the date issued.

Is there a fee for filing a business certificate? Yes. In Pittsfield the fee is \$25.00.

Must the business certificate be posted in the place of business? Yes. Also, business certificates shall be furnished upon request to any person who has purchased goods or services from such business.

What if my business changes or ceases to operate? You must modify your existing certificate or file Discontinuance with the City Clerk. The fee for these filings is \$10.00.

What if I don't file a business certificate? Violation of this law is punished by a fine of not more than \$300.00 for each month in which such violation continues.

INSTRUCTIONS FOR COMPLETING BUSINESS CERTIFICATE APPLICATION

1. Complete the attached application (**do not sign**) and if you are a **new** business, bring it to the building inspector for the following:
 - If your business will be located on commercial property, a Zoning Verification Certificate from the Building Inspector must accompany your application. If you are not the property owner, the building inspector will require a copy of a lease authorizing your use of the property.
 - If your business will be a home-based business, a Certificate of Home Occupation issued by the Building Inspector must accompany your application. If you are not the home owner, the Building Inspector will require written permission from the home owner to conduct your business from said home.
2. All owners must appear together. Bring the completed, **unsigned**, Business Certificate Application to the City Clerk, along with:
 - a. Building Inspector's documents referenced above
 - b. Photo identification
 - c. \$25.00 fee (cash or check made payable to the City of Pittsfield)



COMMONWEALTH OF MASSACHUSETTS
City of Pittsfield
Business Certificate Application

Certificate # _____
FILING FEE: \$25.00
New _____
Renewal _____

_____, 20____

In conformity with the provisions in Massachusetts General Law Chapter 110, Section 5, as amended, the undersigned hereby declare(s) that:

- a business under the title of: _____
• is being conducted at _____, Pittsfield,
• by the following person(s):

Table with 4 columns: Full Name (please print or type), Street, City, State, Zip (please print or type), Phone Number, EIN/FID or Social Security Number. Each column has four horizontal lines for input.

Application must be signed in front of a Notary Public. The City Clerk's office can assist you with notary services.

SIGNATURE

SIGNATURE

SIGNATURE

SIGNATURE

COMMONWEALTH OF MASSACHUSETTS
NOTARY STATEMENT

Berkshire, SS:

Pittsfield, Massachusetts

Personally appeared before me the above-named _____, and proved to me through satisfactory evidence of identification, which was _____, and made oath that the foregoing is a true statement.

Notary Public