



City of Lynn, Commonwealth of Massachusetts
APPLICATION ~~ NEW FILING ~~
BUSINESS CERTIFICATE

Please enter your business information: (Please print all information)

Name of Business _____

Address of Business _____

Telephone Number of Business _____

e-mail address _____

Type of Business _____

Hours of Operation _____

Owner's Name (Please Print) _____

Owner's Street Address _____

Owner's City, State, Zip _____

Owner's Telephone Number _____

- *I am aware that I must check with Inspectional Services Department (ISD), Room 401, for any and all applicable licenses that may apply to my business.*

OWNER'S SIGNATURE _____

DATE _____

- *All Home Occupation Businesses must first obtain a permit from ISD before a Business Certificate can be issued.*
- *The receipt of a Business Certificate does not lawfully authorize any individual, business, association or corporation to conduct any business within the City of Lynn. All recipients of business certificates from the City of Lynn are required to obtain all required permits from the Department of Inspectional Services, Room 401, in Lynn City Hall. The failure to obtain necessary permits may result in civil fines and/or criminal prosecution.*

CITY CLERK OFFICE USE ONLY – Room 201

- Copy of Identification
- \$25.00 Fee Paid
- Worker's Compensation Information Completed
- Copy to Inspectional Services Department (ISD)

Paid by: Cash Check

Clerk's Initials: _____

INSTRUCTIONS FOR BUSINESS CERTIFICATE

A Business Certificate must be obtained before operating a business in the City of Lynn. The certificate is valid for four years.

Steps to complete for Business Certificate:

1. Application is \$25.00 (four year expiration)
2. Worker's Comp Insurance Form

Please Provide Current:

1. Home Occupation Permit - You must obtain this permit from Inspectional Services Room 401 prior to applying for the Business Certificate if you plan on running the business from your home.
2. Identification in order to notarize document

Office Use: Make copies for:

Kathy Collins ISD

THE COMMONWEALTH OF MASSACHUSETTS

General Laws

Section 5 Certificates of persons conducting **Businesses**; contents; filing; fees; index

Section 5. Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, shall file in the office of the clerk of every city or town where an office of any such person or partnership may be situated a certificate stating the full name and residence of each person conducting such business, the place, including street and number, where, and the title under which, it is conducted, and pay the fee as provided by clause (20) of section thirty-four of chapter two hundred and sixty-two. Such certificate shall be executed under oath by each person whose name appears therein as conducting such business and shall be signed by each such person in the presence of the city or town clerk or a person designated by him or in the presence of a person authorized to take oaths. The city or town clerk may request the person filing such certificate to produce evidence of his identity and, if such person does not, upon such request, produce evidence thereof satisfactory to such clerk, the clerk shall enter a notation of that fact on the face of the certificate. A person who has filed such a certificate shall, upon his discontinuing, retiring or withdrawing from such business or partnership, or in the case of a change of residence of such person or of the location where the business is conducted, file in the office of said clerk a statement under oath that he has discontinued, retired or withdrawn from such business or partnership or of such change of his residence or change of the location of such business, and pay the fee required by clause (21) of said section thirty-four. In the case of death of such a person, such statement may be filed by the executor or administrator of his estate. The clerk shall keep a suitable index of all certificates so filed with him which are currently in force and effect, setting forth the pertinent facts, including a reference to any statement of discontinuance, retirement or withdrawal from, or change of location of, such business, or change of residence of such person. A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed. Copies of such certificates shall be available at the address at which such business is conducted and shall be furnished on request during regular business hours, to any person who has purchased goods or services from such business. Violations of this section shall be punished by a fine of not more than three hundred dollars for each month during which such violation continues.