

BUSINESS CERTIFICATE
Also known as d/b/a Certificate or Fictitious Name

Who needs one?

Anyone wishing to open a business in Oxford, including a home profession, needs to file a business certificate with the Town. A corporation would need to file with the Secretary of State; however, many banks still require a business certificate in order to open an account. Tax ID numbers may be obtained through the Mass. Department of Revenue. You may visit their website at: <http://www.mass.gov/dor>

What is the procedure for obtaining a business certificate?

1. The first step is to determine if the property is zoned properly for the type of business you plan to open. To achieve this, submit a letter to the Building/Zoning Department stating the name(s) and residential address of the owner(s) of the business, and the name and address of the business. Address the letter to Building Department, 325 Main Street, Oxford, MA 01540. We suggest that you provide a telephone number in case there are any questions. Indicate in the letter that you are seeking zoning approval for a business certificate, the type of business you plan to conduct and what it entails, the number of employees (if any), parking issues relative to customers and employees and the hours of operation. A few days after the letter is submitted, you may wish to call the Building Department at 508-987-6045 to see if the letter has been approved or if further action will be needed.
2. Once you receive zoning approval, please come to the Town Clerk's office with the letter of approval and a picture ID. At that time, you will also be required to complete a form, which will need to be signed by the Assessor's Office and the Collector's Office, verifying that there are no outstanding taxes on the property.
3. The fee to file a Business Certificate is \$30.00 plus \$10.00 for each certified copy you need for your records. We accept payment by cash, check or money order. The Business Certificate is valid for four years from the date of issue. However, any change to the face of the Business Certificate (discontinuing the business, adding or removing a partner, or changing the name) will require you to file an amendment. The fee for an amendment is \$20.00 plus \$10.00 for each certified copy you need. A change of location will require new zoning approval and all of the steps listed above. Renewal at the end of four years is the responsibility of the business owner(s).
4. The Town Hall is open Monday through Friday from 9:00 a.m. to 4:30 p.m. with the exception of legal holidays. Since this process takes approximately 15 minutes, please try to arrive at the office no later than 4:00 p.m. to allow sufficient time.