INSTRUCTIONS TO COMPLETE D.B.A. APPLICATION AND LETTER

Application
- Fill in completely, sign and date.

Letter
- Write a letter to the Building / Zoning Department on a separate piece of paper using the provided sample letter as a guide. Insert your own information, sign and date the letter.

Submission to Building / Zoning Department
- Submit the completed form and the letter to the Building / Zoning Department.
- The Building / Zoning Department will take at least 24 hours to review your application and letter.
- You will receive a phone call when your request for a D.B.A. has been approved and is ready for pickup.
- To pickup the approved D.B.A. the fee is $10.00 exact cash or check made payable to the Town of Marshfield.
- You will receive 2 copies, one for you and one for the Clerk's office. The Building / Zoning Department will always keep a copy for the file.
- Take one of your copies to the Clerk's office and for $30.00 the Clerk will issue your business certificate.
NEW BUSINESS / BUSINESS CERTIFICATE

Property Address: ____________________________________________ Zoning District: ________________________________
Mailing Address: ____________________________________________
Name of Business: ____________________________________________ Phone Number: ________________________________

Do you need a DBA YES ☐ NO ☐ Home Office see other side for sample letter

Owners Name: ____________________________________________
Description of Business: ______________________________________

Description of previous business in this location: ____________________________________________________________

Including this application, how many businesses are located on the property? ________________________________

What is the description of the other business on the property? __________________________________________________

Will there be a new sign or change to existing:
Street: YES ☐ NO ☐ if yes separate permit will be required
Building: YES ☐ NO ☐ if yes separate permit will be required

Will there be any changes to the interior of the building:
YES ☐ NO ☐ if yes separate permit will be required

Will there be parking of commercial vehicles, trailers and/or storage containers on the property:
YES ☐ NO ☐

Will there be a dumpster on the property:
YES ☐ NO ☐ if yes separate permit will be required by Fire Department

Will there be storage of equipment or supplies outside of building:
YES ☐ NO ☐

Will there be any flammable or hazardous materials on the property:
YES ☐ NO ☐ if yes a separate permit will be required by Fire Department

Will there be any handling of food:
YES ☐ NO ☐ If yes check with Board of Health

Are there any special permits associated with this property:
YES ☐ NO ☐

How many people will work in this business: ______________________
How many parking spaces: ______________________

Businesses will need a Certificate of Use and Occupancy before opening

Signature: ____________________________________________ Date: ________________________________
August 30, 2016

Town of Marshfield
Building / Zoning Department
870 Moraine Street
Marshfield, MA 02050

Re: D.B.A.

I am requesting a D.B.A. Certificate for my home office. The purpose of this office is for banking and mailing use only.

Sincerely,

Name