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.
Town of Marshfield

Building / Zoning
Department
870 Moraine Street
Marshfield, Massachusetts 02050
Tel: 781-834-5555
Fax: 781-834-6289

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