



Town of Belchertown

Filing a Business Registration Certificate

(Mass General Laws, Chapter 110, Section 5)

- **What is a Business Certificate?**

A Business Certificate is the local registration of the trade name of a business conducted within the Town of Belchertown. It is commonly referred to as a “d/b/a” form or “doing business as” form. Its purpose is primarily for consumer protection and public information purposes. Essentially, the public has a right to know who “is” a particular business. Since, more often than not, a customer will not know who owns the business simply by the name of that business.

Note: A business certificate is not a license to do business in town. Additional license/permits issued by other town department or state agencies may be required in order to do business. Please check with the Building Inspector (413-323-0402) to determine if the business is an allowed use of the intended zoning district.

- **Who must file?**

Any person, whether individually or as a partnership, conducting business under any title other than the complete real name of the owner(s) must file a business certificate.

Any corporation doing business in a name other than its corporate name must file a business certificate. The certificate must be completed and signed by an officer having corporate signatory authority.

- **What is the cost to file?**

There is a \$20 charge for a Business Registration Certificate, which is good for four (4) years. A Home Occupation Zoning Permit may be required from the Building Inspector/Zoning Enforcement Officer.