

## Town of Marshfield

#### Building / Zoning Department

870 Moraine Street Marshfield, Massachusetts, 02050 Tel: 781-834-5555

Fax: 781-834-6289

#### 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

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Tel: 781-834-5555 Fax: 781-834-6289

#### **NEW BUSINESS / BUSINESS CERTIFICATE**

Mailing Address:  Name of Business:  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:  How many businesses are located 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 if yes separate permit will be required  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 if yes a separate permit will be required by Fire Department  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 packing spaces:  How many parking spaces:  Businesses will need an Occupancy Permit before opening	Property Address:	Zoning District:	
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Businesses will need an Occupancy Permit before opening	How many people will work in this business:		
	How many parking spaces:		
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Signaturas	Signature:	Date:	

## Name of Business Address Marshfield, MA Zip Code Phone Number

March 18, 2013

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