



Office of
Building / Zoning
Department

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.



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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: _____

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

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 an Occupancy Permit before opening

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

SAMPLE