



**City of Marlborough, Massachusetts  
CITY CLERK DEPARTMENT**

**Lisa M. Thomas  
City Clerk**

**Business Certificate Application Guidelines**

- ✓ Once it is determined that the proposed business is suitable for said location, visit [www.mass.gov](http://www.mass.gov) and click on the "For Businesses" tab at the top of the page, and under the Getting Started caption, click the hyperlink for "Licenses and Permits" to confirm what Licenses and/or Permits are required to operate the business. It is the responsibility of the business owner(s) to determine what Licenses and/or Permits are required.
- ✓ The Request for MA Department of Revenue's Certificate of Good Standing and/or Tax Compliance or Waiver of Corporate Tax Lien within the Business Certificate Application Package **MUST** be completed and received **BEFORE** any Business Certificate can be processed and issued.
- ✓ The Request for a Certificate of Good Standing with the City Tax Collector within the Business Certificate Application Package **MUST** be completed and received **BEFORE** any Business Certificate can be processed and issued.
- ✓ The Worker's Compensation Insurance Affidavit within the Business Certificate Application Package **MUST** be completed and received **BEFORE** any Business Certificate can be processed and issued. If you will be employing full or part-time help, you must purchase Worker's Compensation Insurance.
- ✓ Once the above items and the Business Certificate Application are completed, then you may return to the City Clerks Office with the Business Certificate Form, Certificates of Good Standing and Worker's Compensation with copy of Worker's Compensation Insurance if applicable, for final processing and a certified copy of the Business Certificate will then be issued to you upon remittance of the fee.
- You must be specific relevant to type of business which is listed on the Business Certificate Form.
- Business Certificate application must be signed in our presence *or* in the presence of a notary.
- The filing fee for a Business Certificate is \$20.00 and expires four years from the date of issuance.
- You must discontinue the business certificate when you no longer have the business. The filing fee for withdrawing is \$10.00.