

City of Chicopee

Office of the City Clerk

Keith W. Rattell
City Clerk

Jan Lee Nash
Assistant City Clerk

City Hall – 17 Springfield Street – Chicopee, Ma 01013
Tel: (413) 594-1466 Fax: (413) 594-1469
www.chicopeema.gov

Business Certificate Filing

Massachusetts General Law Chapter 110, Section 5 requires the filing of business certificates. This office brings to your attention the following information:

- 1) A certificate filed in accordance with the law after January 2, 1986 shall be in force and effective for **four (4) years** from the date of issue and **needs to be renewed every four (4) years thereafter** so long as such business shall be conducted, and **shall lapse and be void unless renewed**.
- 2) **Prior to filing a business certificate in our office**, the owner of the business **must** check with various Departments that are listed on the Business Certificate FAQ sheet for their requirements for operating your business.
- 3) The total filing fee in the City of Chicopee is thirty-five dollars (\$35.00), the filing fee of \$25.00 and a \$10.00 for the certified certificate. Please complete and have notarized the business certificate form prior to coming into the City Clerk's Office.

Checklist prior to filing your certificate:

- Completed Business Certificate questionnaire (residential addresses)
- Home Occupation Definition Acknowledgment form (residential addresses)
- Certificate of Occupancy (business addresses)
- Business Certificate FAQ's form (both business and residential addresses)

THE FILING OF A BUSINESS CERTIFICATE DOES NOT IMPLY ZONING ORDINANCE COMPLIANCE AND IT IS NOT A LICENSE OR PERMIT TO CONDUCT A BUSINESS IN THE CITY OF CHICOPEE.

PLEASE PRINT ALL INFORMATION ON THE BUSINESS CERTIFICATE FORM EXCEPT FOR THE SIGNATURES.

Business Certificate FAQ's

This informational sheet identifies the City Departments and common permits, license and inspections necessary to operate your business in the City of Chicopee. The particular requirements applicable to your business will vary based upon the type of business you are conducting. Contacting each department can help identify the specific requirements your business will be subject to.

Building Department

115 Baskin Drive

Phone: 413-594-3557 / Press #1

- Building, Electric, Plumbing, Gas, Sheet Metal, Fire Alarm, and Sprinkler System Permits for new construction or renovations
- Certificate of Occupancy
- Periodic State Building Code Inspections
- Identify and enforce zoning regulations
- Sign Permits

Fire Department

110 Church Street

Phone: 413-594-1631

- Fire Code Inspection
- Flammable fuel permits

Board of Health

115 Baskin Drive

Phone: 413-594-3557 / Press #5

- Permits for commercial, food, recreation and other uses
- State Sanitary Code Inspections
- Kennel Inspections

License Commission

274 Front Street (City Hall Annex)

Phone: 413-594-1530

- Licenses for alcohol, entertainment, restaurants, lodging, etc.

City Clerk's Office

17 Springfield Street (City Hall)

Phone: 413-594-1466

- Business Certificates
- Motor Vehicle Licenses (new, used and repairs), Home Occupation renewals, Gas Storage, Junk Dealers, Junk Collectors, Taxi Drivers Permits, Kennel Permits, Bowling Alley, Flea Markets Permit, Hawkers and Peddlers Licenses, Transient Vendors License

Planning Department

274 Front Street (City Hall Annex)

Phone: 413-594-1515

- Site Plan Review
- Special Permits / Zone Changes
- Plot Plan Approval

City Council's Office

274 Front Street (City Hall Annex)

Phone: 413-594-1498

- Cori Check (motor vehicle applications)
- Home Occupations applications (new applications)

For information on starting a business in the Commonwealth of Massachusetts, you may also visit this website: <https://www.mass.gov/guides/starting-a-new-business> for information on obtaining a TAX ID number and State Permits.

Statement of Acknowledgment

I acknowledge receipt of this informational form and understanding that issuance of a business certificate serves to identify the name and ownership of a business, but does not grant a permit or license to operate said business.

Signature: _____

Date: _____

Printed Name: _____

The Commonwealth of Massachusetts
City of Chicopee

The filing of a Business Certificate is not a license or permit to conduct a business in the City of Chicopee and does not imply Zoning Ordinance Compliance.

Date: _____

City of Chicopee-Business Certificate Received and Recorded	
not valid without the information below along with the certification of the City of Chicopee Seal	
Date of filing: _____/_____/_____	
Date of Expiration: _____/_____/_____	
Book _____ Page Number _____	
Clerk's Initials _____ Fee Pd _____	
New Filing <input type="radio"/> Renewal <input type="radio"/>	
ATTEST:	
Keith W. Rattell, City Clerk	

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare (s) that a business under the title of:

_____ is conducted at: _____ in the City of Chicopee by the following named persons:

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

(PLEASE PRINT) FULL NAME

RESIDENCE

Signed:

(signature)

(signature)

(signature)

(signature)

The Commonwealth of Massachusetts

_____ ss

Date: _____

On this _____ day of _____, 20_____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on this document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his OR her) knowledge and belief.

(Notary Seal)

(Notary Signature)

(Notary-Please print name)

My Commission Expires: _____



Carl F. Dietz
Building Commissioner

City of Chicopee, Massachusetts Building Department

115 Baskin Drive, Chicopee, MA 01020
Tel: (413) 594-1440 Fax: (413) 594-1446

This form applies only to **residential addresses**; otherwise a certificate of occupancy must be obtained from the Building Department for **business addresses** prior to filing of the business certificate.

Name of Applicant: _____ Phone Number: _____

Name of Business: _____

Address of Business: _____

Please give a brief and detailed description of the type of business to be operated at the address:

Do you own or rent the property? _____

(If rent, please provide copy of rental lease agreement and you must attach permission from the landlord to operate a business at the address)

Will the home be used for anything more than a home office? _____

If so please explain. _____

Will employees or customers be coming to the site? _____

If so, how many and how often? _____

Will deliveries be picked up or received by UPS, common carrier or other delivery service from the residence?

If so, by what type(s) of carriers and how often will this occur?

Building Department Signature: _____ Date _____

Printed Name of Building Department Employee: _____



Carl F. Dietz
Building Commissioner

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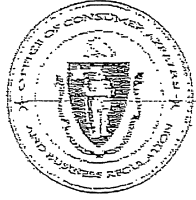
HOME OCCUPATION DEFINITION ACKNOWLEDGEMENT

HOME OCCUPATION (as defined in City of Chicopee Zoning Ordinance §275-4)

Any use customarily conducted entirely within the dwelling and carried on by the inhabitant thereof, which is clearly incidental and secondary to the use of the dwelling purposes and does not change the character thereof, and provided that no article is sold or offered for sale except such as may be produced on the premises by members of the immediate family. Home occupations do not include telephone and office use where the principal business is not conducted on the property. At no time shall there be any exterior indication of the home occupation other than an identification sign, and there shall be no outdoor manifestations, such as traffic generation, noise, fumes or noxious odors which are different or greater than those usually experienced in the residential neighborhood.

Signature: _____ Date: _____

Print Name: _____



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

COMMONWEALTH OF MASSACHUSETTS
Office of Consumer Affairs and Business Regulation
10 Park Plaza, Suite 5170, Boston, MA 02116
(617) 873-8700 FAX (617) 973-8799
www.mass.gov/consumer

JAY ASH
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

JOHN C. CHAPMAN
UNDERSECRETARY

August 9, 2016

Town Clerk
Keith Rattell
274 Front Street
Chicopee, MA 01015

Dear Keith Rattell:

Our Office of Consumer Affairs and Business Regulation (OCABR) registers home improvement contractors under the Home Improvement Contractor (HIC) Law (*M.G.L. Chapter 142A*) and its corresponding regulation 201 CMR 18.00. This law regulates the practice of the home improvement contractor industry and provides protections for consumers by requiring contractor registration. The Office administers and oversees registration, which provides accountability in the industry and levels the playing field for all contractors performing work on pre-existing, one to four unit, owner-occupied, primary residences in Massachusetts. The Office also administers an Arbitration Program and a Guaranty Fund, a fund of last resort for consumers.

In order to protect homeowners, it is important that home improvement contractors be registered with the Office. For example, with the Guaranty Fund, eligible homeowners can receive up to \$10,000 in compensation from the fund if they are unable to collect on a judgment against a contractor. However, if a homeowner hires an unregistered contractor, they will not qualify for any claim to the fund.

When a contractor registers with our office they are required to obtain a copy of their DBA certificate from the municipality where they are operating and providing home improvement contracting services. In writing to you, we ask that you remind any contractors applying for a business certificate with your city or town to register with our Office as a home improvement contractor. According to M.G.L. c. 142A, §9(e): *No contractor or subcontractor shall undertake, offer to undertake, or agree to perform residential contracting services unless registered therefor with the approval of the office of consumer affairs and business regulation.*

If you would like more information on the program it can be found at <http://mass.gov/homeimprovement>.

Thank you for your cooperation and assistance with this matter. If you have any questions or concerns, kindly contact me at 617-973-8707 or Greg.White@state.ma.us

Very truly yours,

Gregory J. White
Chief of Staff and General Counsel