

**Town of Barnstable**  
**Building Department**  
Brian Florence, CBO  
Building Commissioner  
200 Main Street, Hyannis, MA 02601  
[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)

**Pre-application for Business Certificate**

Date \_\_\_\_\_

Map \_\_\_\_\_ Parcel \_\_\_\_\_

**Applicant Information**

Applicants Name \_\_\_\_\_

Applicants Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Listed  Unlisted

**Business Information**

New Business? ..... Yes No

Is this a Renewal ..... Yes No

Business is a registered corporation? ..... Yes No

If yes Name of Corporation \_\_\_\_\_

Does business operate under the registered corporate name? Yes No

Is the business a sole proprietorship or home occupation? ..... Yes No

If yes then a Home Occupation Registration is required – See Building Division Staff

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Type of Business \_\_\_\_\_

**Building Commissioner Office Use Only**

Conditions \_\_\_\_\_

Building Commissioner \_\_\_\_\_ Date \_\_\_\_\_

SSN \_\_\_\_\_

Any individual, partnership or corporation doing business under a name, other than their own name or incorporated name, must file a Business Certificate. Any individual, partnership or corporation doing business under a name, other than their own name or incorporated name, must file a Business Certificate. The certificate fee is \$40.00 and is valid for 4 years. The Business Certificate form is must be submitted to the Building Division for review and signoff by the Building Commissioner. The form is then submitted to the Town Clerk's Office for processing.

Town Clerk  
Barnstable Town Hall  
367 Main St, Hyannis  
508.862.4044

Building Commissioner  
Town Offices  
200 Main St, Hyannis  
508.862.4038

Under the provisions of Chapter 337 of the Acts of 1985 and Chapter 110, Section 5 of the Mass. General Laws, business certificates shall be in effect for four years from the date of issue and shall be renewed each four years thereafter. A statement under oath must be filed with the Town Clerk upon discontinuance or withdrawing from such business or partnership. Copies of such certificates shall be available at the address such business is conducted and shall be furnished upon request during regular business hours to any person who has purchased goods or services from such business. Violations are subject to a fine of not more than three hundred dollars, (\$300.00) for each month during which such violation occurs.

***The issuance of a Business Certificate does not imply that all relevant licenses required to legally operate this business have been obtained or are current. This certificate only records that a business is being conducted.***