

GUIDELINES FOR NEW BUSINESS

TOWN OF PHILLIPSTON

The following is a general set of guidelines for commonly asked questions regarding opening a new business - and should be used only as such. For more detailed information, please consult the appropriate Town Department (see list of Departments, locations, and telephone listed below).

1. WHAT LICENSES/PERMITS DO I NEED TO START A BUSINESS?

The answer depends on what kind of business you are interested in starting.

Here are some general guidelines if you want to:

a) sell merchandise from a fixed structure.

Make sure your location is properly zoned for this activity, see **Building Department**

b) conduct business under a name different than you own.

Do you have a business certificate? If not get info from **Town Clerk's** Office who issues them.

c) display a sign.

Obtain approval for any sign (see **Building Department**)

d) open a food business (i.e. bed & breakfast, retail, food service) from a fixed structure

Make sure your location is properly zoned for this activity, (See **Building Department.**)

Obtain a Certificate of Inspection (i.e. approval letter)
(capacity card) **Building Department**

Obtain a food permit (**Board of Health Department**)



e) sell liquor from a fixed structure (restaurant or package store)

Make sure your location is properly zoned for this activity (See **Building Department**)

Obtain a certificate of inspection (i.e. capacity card) **Building Department**

Obtain a food service permit, if applicable (**Board of Health Department.**)

Obtain a liquor license (**Board of Selectmen**)



f) sell food from a mobile food unit.

Obtain a mobile food service permit (See **Board of Health**)

Obtain a State Hawker & Peddler License (617-727-3480)



g) sell merchandise outside.

Outdoor Business License Required (See **Building Department**) Not permitted on public property



h) sell a service/or rent merchandise

Depends on specific type of activity - (See **Town Clerk** for business certificate as well as **Building Department** and **Board of Selectmen**)



i) sell new and used autos

Make sure your location is properly zoned for this activity (See **Building Department**)

Obtain a Certificate of Inspection (approval letter) from **Building Department**

Obtain a Class I, II or III Auto License from the **Board of Selectmen**

See **Town Clerk** for Business Certificate



j) sell new and used auto parts or junk yard

Make sure your location is properly zoned for this activity
(See **Building Department**)

Obtain a Certificate of Inspection (approval letter) from
Building Department

Obtain a Class I, II or III Auto License from the **Board of
Selectmen**

See **Town Clerk** for Business Certificate

DEPARTMENT LOCATIONS AND PHONE NUMBERS

Building Department , 50 the Common, Town Hall	978-249-1736
Town Clerk , 50 the Common, Town Hall	978-249-1733
Board of Health , 50 the Common, Town Hall	978-249-1735
Board of Selectmen , 50 the Common, Town Hall	978-249-6828
Planning Board and Zoning Board of Appeals 50 the Common, Town Hall	978-249-6828
Tax Collector , 50 the Common, Town Hall	978-249-1731
Commonwealth of Massachusetts Hawkers & Peddlers - Vendor License	617-727-3480
Alcoholic Beverage Control Commission	617-727-3040