



TOWN CLERK'S OFFICE
SAUGUS TOWN HALL
298 CENTRAL STREET
SAUGUS, MA 01906
781-231-4101

Instructions for Filing Business Certificates

- Complete and sign the Business Certificate Worksheet attached.
(Please note, the individuals signing the work sheet must be the same person or persons listed on the Business Certificate.)
- **Please circle on the Worksheet if this is a NEW Business to Saugus or an EXISTING Business that had a previous Business Certificate.**
- A copy of the Business Insurances are required *(General Liability and Workmen's Compensation if applicable)*.
- Please have the Inspectional Commissioner in Inspectional Services, lower lever of Town Hall to review and sign the Worksheet.
 - His office hours are as follows:
 - Monday – Thursday: 8:15 – 9:30am and 12:00 – 1:00pm
 - Friday: 8:15 – 9:30am
- After the Inspectional Commissioner has approved the Worksheet, return it to the Town Clerk's Office.
- Please sign the Business Certificate in front of the Town Clerk. Include the name(s), residential address(s) and phone number(s) of those individuals signing the certificate. **** If this has been done prior to returning to the office, you must have the signatures notarized. ****
- Please provide identification and include your **fee of \$35.00**, either cash or check. If paying with a check, made payable to the Town of Saugus.
- If you reside in Saugus; a Census Verification Form is required. Please ask the Town Clerk for this form.
- You will be provided with a Certified Copy of the completed Business Certificate which is valid for 4 years less a day.

**IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT
THE TOWN CLERK'S OFFICE.**

