



DOING BUSINESS IN CHELSEA: PERMITTING GUIDE

CITY OF CHELSEA
SEPTEMBER 2022





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CITY OF CHELSEA, MA
Office of the City Manager

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Thomas G. Ambrosino
City Manager

Dear Business Owner:

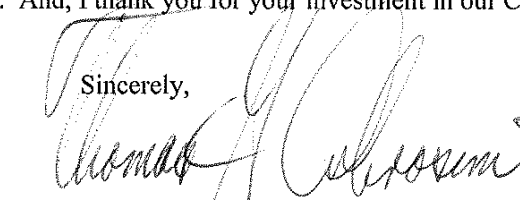
The City of Chelsea is thrilled that you have decided to operate a small business in Chelsea. We are confident that our thriving small business ecosystem, vibrant neighborhoods and multicultural, inclusive character will serve as assets as you grow your business.

Small businesses play a critical role in our City by creating local jobs, providing goods and services residents depend on and contributing to the vitality of our neighborhoods. Establishing and operating a small business is a significant undertaking. Obtaining required permits and licenses, complying with laws and identifying resources for success can be intimidating for even the most seasoned entrepreneur. The City has developed this guide to help you through the local regulatory process.

Throughout your business endeavors, the City stands ready to assist you. Specialists from the City's Department of Housing & Community Development are available to provide guidance on operating a business in Chelsea. We encourage you to reach out by accessing <https://www.chelseama.gov>, visiting City Hall during normal business hours or by calling 617-466-4180.

I wish you luck on your business pursuits. And, I thank you for your investment in our City.

Sincerely,



Thomas G. Ambrosino
City Manager

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Selected Businesses

Architect	Optometrist
Allied Health, Allied Mental Health, Human Services	Plumber and Gas Fitter
Child Care Services	Podiatrist
Chiropractor	Professional Engineer or Land Surveyor
Constructor Supervisor	Public Accountant
Cosmetology and Barbering	Psychologist
Dietitian and Nutritionist	Real Estate Appraiser
Dispensing Optician	Real Estate Broker or Salesperson
Electrician	Rideshare Companies and Rideshare Company Drivers
Funeral Director (and City of Chelsea Board of Health)	Sanitarian
Home Improvement Contractor	Sheet Metal Worker
Home Inspector	Social Worker
Landscape Architect	Speech Language Pathologist
Massage Therapist (and City of Chelsea Board of Health)	Veterinarian

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DOING BUSINESS IN CHELSEA

Welcome to the City of Chelsea! We are very excited to have you join us as a small business owner in our community. This guide will help you understand who you need to talk to and what you need to do to open or expand your business.

There are two versions of this guide: one is in English and one in Spanish. We want our businesses to reflect our community, and the success of your business is important to us.

The first section of this guide provides general information for anyone who wants to do business in Chelsea. This section includes important information and resources, including ways to find assistance to understand your obligations as a business owner in Chelsea.

The next section, **START HERE! ALL BUSINESSES** includes a summary of requirements for all or most businesses, including a Certificate of Occupancy, Business Certificate (see **GOOD TO KNOW**, on page 13), Sign Permit, and other construction related permits. A Certificate of Occupancy is required for almost all businesses.

The the next section is a chart of the major licenses and permits and a summary of common required documents. More specific information about each permit or license and the required documents, including where to find them, are in the remaining sections. Each license or permit has one or more pages that include more details about each license, where to find the application, a checklist of documents or information required, and useful additional information.

This information in this guide is meant to get you started; it is not an exhaustive list of everything required for each license and it may not cover every license issued by the City of Chelsea, the Commonwealth of Massachusetts, or the United States. For most of the licenses and permit described in this document, you may save time and money by consulting with a lawyer who has experience dealing with licensing and permitting for small businesses as early in your process as possible.

Again, we welcome you and we look forward to working with you to make the licensing process as smooth as possible so you can become part of our Chelsea business community.



Section 1

General Information

HOW TO USE THIS GUIDE

This guide is divided into the main categories of permits and licenses required to do business in the City of Chelsea. Each section identifies the required license, provides a link to the application, indicates the main forms that will be required other than the application form, and adds other information that may be relevant to the business owner.

The next two pages provide contact information for City departments and state agencies and a list of resources that may be useful to you as a small business.

OTHER IMPORTANT INFORMATION

All business will require a Federal tax Identification number. Some forms may also require a D-U-N-S number. A few forms may also require a NAICS code. Finally, you may need a completed W-9 form.

Federal Tax ID

<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>

D-U-N-S

<https://www.dnb.com/duns-number.html>

NAICS Code

<https://www.naics.com/search/>

W-9

<https://www.irs.gov/forms-pubs/about-form-w-9>

FILING FEES

All permits and licenses require the payment of a fee. You should check to make sure that the fee has not changed since the application form was created. This is very important for the applications that must be downloaded. Some fees are listed in the application documents. Others can be found here: <https://www.chelseama.gov/inspectional-services/pages/online-permitting>

GOOD TO KNOW

The Licensing Department will not renew a license if the applicant/ establishment owes any taxes or fees to the City of Chelsea.

GETTING HELP

This document provides the contact information for City departments and state agencies that are part of the licensing process for different businesses.

Many of the documents are in English only and some applications, such as the ones for a **LIQUOR LICENSE** or a **MARIJUANA BUSINESS** are complex. If you need more help, you can reach out to two local organizations:

CHELSEA CHAMBER OF COMMERCE

<https://chelseachamber.org>
308 Broadway
Chelsea, MA 02150
executivedirector@chelseachamber.org
(617) 884-4877

The Chelsea Chamber of Commerce can help you through the process of starting your business or relocating an existing business to Chelsea. Chamber offices are a five-minute walk from Chelsea City Hall.

An application for help is here: <https://chelseachamber.org/contact-us/>

CHELSEA BUSINESS STRONG

<https://chelseastrong.com>
info@chelseastrong.com
(857) 344-0445

Another resource is the Chelsea Business Strong Program. This program provides help with marketing, website development, minority certification, accounting and financial planning, business strategy, legal services, and assistance with grant applications.

An application for help is here: <https://chelseastrong.com/>

MASSACHUSETTS RESOURCES

If this is your first business, this site has excellent information about starting a business in Massachusetts.

<https://www.mass.gov/info-details/law-about-small-business-in-massachusetts>

GOOD TO KNOW

The requirements of these licenses are complex and getting it wrong could substantially delay or prevent you from opening your business. You may wish to hire an attorney or seek legal advice to complete these forms.

The link below can help you find a lawyer.

<https://www.mass.gov/service-details/finding-legal-help>

INFORMATION FOR CITY DEPARTMENTS AND STATE AGENCIES

The table below provides contact information for any City department or state agency identified earlier.

Department	Address	Phone
Inspectional Services	City Hall, Rm. 201	(617) 466-4130
City Clerk	City Hall, Rm. 209	(617) 466-4050
Licensing	City Hall, Rm. 307	(617) 466-4152
Permitting & Land Use Planning	City Hall, Rm. 101	(617) 466-4180
Housing and Community Development Department	City Hall, Rm. 101	(617) 466-4180
Public Works	City Hall, Rm. 310	(617) 466-4200
Treasurer / Collector	City Hall, Rm. 215	(617) 466-4240
Fire Department	307 Chestnut Street Chelsea, MA 02150	(617) 466-4600

City Ordinances: <https://library.municode.com/ma/chelsea>

Department	Website
Alcoholic Beverages Control Commission (ABCC)	https://www.mass.gov/apply-for-an-alcoholic-beverages-license-abcc
Massachusetts Secretary of State	https://www.sec.state.ma.us/cor/corfilessubject.htm
Office of Consumer Affairs and Business Regulation	https://www.mass.gov/orgs/office-of-consumer-affairs-and-business-regulation

OTHER SMALL BUSINESS RESOURCES

LEGAL

The state provides a list of helpful resources about laws for small businesses in Massachusetts.

<https://www.mass.gov/info-details/law-about-small-business-in-massachusetts>

MENTORS

SCORE

<https://www.score.org/>

DIVERSE BUSINESS ENTERPRISES

General Diversity Certification

<https://www.mass.gov/how-to/apply-for-diversity-certification-as-a-massachusetts-based-business>

Certification as a Diverse Business Enterprise for Transportation Projects

<https://www.mass.gov/how-to/apply-for-disadvantaged-business-enterprise-dbe-certification>

GENERAL

US Small Business Administration

<https://www.sba.gov/>

GOOD TO KNOW

The City of Chelsea has a variety of parking permits based on business type and location. The City clerk can help you with these regulations. More information is available at <https://www.chelseama.gov/parking>.



Section 2

Start Here! All Businesses

INSPECTIONAL SERVICES

Room 201
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4130
<https://www.chelseama.gov/inspectional-services>

GOOD TO KNOW

Check the City's Zoning Ordinance (see page 10) first to know whether you are opening your business in the right zoning district. If you need site plan approval or a special permit before applying for a building permit or occupancy license, you may need to go through additional approval processes. If you are unsure, you may want to consult your lawyer.

1 Find your Map-Block-Lot number and your Zoning District at either the Property Record lookup for the City of Chelsea at <https://gis.vgsi.com/chelseama/Search.aspx> or Chelsea Maps online <https://www.mapsonline.net/chelseama/index.html> (Find your property and use the info button on the right to open the property record for your property).

CERTIFICATE OF OCCUPANCY (CERTIFICATE OF INSPECTION)

All business will require an **CERTIFICATE OF OCCUPANCY** from the **Inspectional Services Department**. On the departments online permitting platform, it is referred to as the Certificate of Inspection. Some forms refer to this as an Occupancy Permit.

What It Is

A document that says that you have the right to conduct business in your physical location. Your location could be your home, a store, an office, or some other place that you have the legal right to be in. The Occupancy Permit confirms your legal right to be in that place.

Why You Need It

You cannot get a **BUSINESS CERTIFICATE** or many other permits or licenses without an occupancy permit.

APPLICATION

The application for a Certificate of Occupancy is online, in English only, here:

<https://permiteyes.us/chelsea/loginuser.php>

You will need to register for an account to access the online system.

Checklist for Certificate of Occupancy

Information Required	
<input type="checkbox"/>	Map-Block-Lot number (1)
<input type="checkbox"/>	Zone (Zoning District) (1)
<input type="checkbox"/>	Owner's name and contact information
<input type="checkbox"/>	Applicant's name and contact information
<input type="checkbox"/>	Address of business location
<input type="checkbox"/>	Description of use
<input type="checkbox"/>	Number of rooms and beds (if applicable)
<input type="checkbox"/>	Story, Use, and Capacity
<input type="checkbox"/>	Place of Assembly or Structure, Capacity, and Location

After the application is submitted, with the attached check for the fee, the Inspectional Services Department will schedule the inspection.

BUSINESS CERTIFICATE

OFFICE OF THE CITY CLERK

Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4050
<https://www.chelseama.gov/city-clerk>

¹ Massachusetts Secretary of State <https://www.sec.state.ma.us/cor/corfilessubject.htm>

Many businesses will require a **BUSINESS CERTIFICATE** from the **Office of the City Clerk**.

What It Is

A certificate stating that you have the right to do business in Chelsea.

Why You Need It

If you are not registered with the Secretary of State, or if you are but you are doing business under a different name, then you must have a Business Certificate in order to do business in the City of Chelsea. Some banks may require this form to open a bank account for your business.

Corporations will have Articles of Organization and file with the Massachusetts Secretary of State.¹

APPLICATION

You can download the application for a Business Certificate, in English only, online at:

<https://www.chelseama.gov/home/pages/online-services-application>

You will need to print the PDF, complete it, and take or mail it to the Office of the City Clerk.

Checklist for Business Certificate

Documents Required

- ☐ Certificate of Occupancy
- ☐ Completed and **notarized** Business Certificate Application

RENEWAL

You must renew your Business Certificate every four years.

You must also file a **BUSINESS WITHDRAWAL CERTIFICATE** if you are closing your business or moving it out of Chelsea. You can download the application, in English only, here:

<https://www.chelseama.gov/home/pages/online-services-application>

GOOD TO KNOW

D/B/A or DBA is short for Doing Business As. If you are doing business in Chelsea under any name other than your own, you need a Business certificate (see page 11). This also applies to companies who are registered with the Massachusetts Secretary of State but are doing business under a different name.

INSPECTIONAL SERVICES

Room 201
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4130
<https://www.chelseama.gov/inspectional-services>

1 Find your Map-Block-Lot number and your Zoning District at either the Property Record lookup for the City of Chelsea at <https://gis.vgsi.com/chelseama/Search.aspx> or Chelsea Maps online <https://www.mapsonline.net/chelseama/index.html> (Find your property and use the info button on the right to open the property record for your property).

SIGN PERMIT

The **Inspectional Services Department** also oversees sign permits.

What It Is

A document that grants you permission to install a sign for your business.

Why You Need It

You cannot install a sign without a Sign Permit.

APPLICATION

The application for a Sign Permit is online, in English only, here:

<https://permiteyes.us/chelsea/loginuser.php>

You will need to register for an account to access the online system.

Checklist for Sign Permit

Documents Required



Worker's Compensation Insurance Affidavit

Information Required



Map-Block-Lot number **(1)**



Zone (Zoning District) **(1)**



Owner's name and contact information



Applicant's name and contact information



Address of business location



Contractor's name and contact information (this is the person installing the sign)



Information from the contractor about the project and worker's compensation insurance policy

GOOD TO KNOW

You should also become familiar with the City of Chelsea Municipal Ordinances (see page 10), especially Part II, Chapter 14. Other ordinances, especially Part III, may also be applicable; you may want to consult your lawyer about special operating requirements.

INSPECTIONAL SERVICES

Room 201
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4130
<https://www.chelseama.gov/inspectional-services>

CONSTRUCTION-RELATED PERMITS

Depending on the work you need to do to get your space ready for your business, you may need construction-related permits from the **Inspectional Services Department**. These include the following:

- Building Permit
- Electrical Permit
- Plumbing Permit
- Gas Permit
- Solid Fuel Appliance Permit
- Mechanical Permit

APPLICATION

The applications for these permits are online, in English only, here:

<https://permiteyes.us/chelsea/loginuser.php>

You will need to register for an account to access the online system.

Checklist for Construction Permits

Documents Required

- ☐ Worker's Compensation Insurance Affidavit

1 Find your Map-Block-Lot number and your Zoning District at either the Property Record lookup for the City of Chelsea at <https://gis.vgsi.com/chelseama/Search.aspx> or Chelsea Maps online <https://www.mapsonline.net/chelseama/index.html> (Find your property and use the info button on the right to open the property record for your property).

Information Required

- ☐ Map-Block-Lot number **(1)**
- ☐ Zone (Zoning District) **(1)**
- ☐ Owner's name and contact information
- ☐ Applicant's name and contact information
- ☐ Address of business location
- ☐ Description of work to be completed
- ☐ Contractor's name and contact information

Your contractor will need to provide you with additional information for each of these permits that is specific to the permit type. They may also pull the permits for you, but you should request copies of the application.



Section 3

Table of Major Documents

MAJOR DOCUMENTS REQUIRED FOR CITY LICENSES/PERMITS

Page	License/Permit	Certificate of Occupancy	Business Certificate/ Articles of Organization	State Requirements	
21	Common Victualer's License	✓	✓		
23	Food Truck/Food Car License	✓	✓		
24	Outdoor Dining	✓	✓	Liquor License Number	
26	Liquor License	✓	✓	Forms from MA ABCC	
27	Brewery/Distillery	Special State and Federal Licenses			
30	Marijuana-based Business	✓	✓	Multiple	
32	Amusement and Entertainment Permit/One-Day Permit	✓	✓		
33	Open Air Vendor			Hawkers and Peddlers License (if applicable)	
35	Short-Term Rental	✓			
36	Inn or Rooming House	✓	✓		
41	Tobacco and Nicotine Delivery Sales	✓	✓	Retailer's License Number	
42	Garage or Repair Shop, Parking Garage, or Parking Lot	✓	✓		
43	Class I, Class II, or Class III License	✓	✓		
44	Excavator Contractor		✓	REAP Attestation	

	Notarized Certificate of Compliance or Workers Compensation Insurance Policy	Massachusetts DOR Certificate of Good Standing	Proof of Paid Taxes and Fees from City Treasurer	Wage Theft Certification	Other
		✓	✓	✓	City Food Permit
	✓	✓		✓	City Food Permit City CORI Form Proof of Insurance
					Proof of Insurance
	✓	✓		✓	City CORI Form
	✓	✓	✓	✓	State Requirements
	✓		✓	✓	Insurance documents
	✓	✓	✓	✓	SRO Certificate of Habitability
	✓	✓	✓	✓	Proof that citations paid
	✓	✓	✓	✓	Bond
	✓	✓	✓	✓	Bond
			✓		Bond



Section 4

Food-Related Businesses

COMMON VICTUALER'S LICENSE

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

1 Massachusetts Department of Revenue: Certificate of Good Standing: Visit MassTax Connect at <https://mtc.dor.state.ma.us/mtc/>.

2 Ask for a statement from the Treasurer/Collector.

3 From the Licensing Department: <https://www.chelseama.gov/licensing>

4 From the Inspectional Services Department

You will need a **COMMON VICTUALER'S LICENSE** to serve food in your business.

APPLICATION

The application is online, in English and Spanish, here:

<https://www.chelseama.gov/home/pages/online-services-application>.

Checklist for Common Victualer's License

Documents Required

- ☐ Certificate of Occupancy
- ☐ Business Certificate or Articles of Organization
- ☐ Online Application
- ☐ Massachusetts DOR Certificate of Good Standing **(1)**
- ☐ Proof of Paid Personal Taxes at the Treasury **(2)**
- ☐ Wage Theft Certification **(3)**
- ☐ Food Permit **(4)**
- ☐ Floor Plan
- ☐ Menu

OTHER LICENSES

You may also need the following licenses:

- **LIQUOR LICENSE**
- **INNHOLDER/ROOMING HOUSE LICENSE**
- **AMUSEMENT AND ENTERTAINMENT LICENSE**
- **MILK OR MILK DEALER, DUMPSTER PERMIT, AND FROZEN DESSERT RETAIL OR MANUFACTURER FROM THE BOARD OF HEALTH**

GOOD TO KNOW

You should also become familiar with the City of Chelsea Municipal Ordinances (see page 10), especially Part III, Article 1, Section 1 and Article III, Sections 2 and 3 deal with licenses for food and alcohol. Other ordinances may also be applicable; you may want to consult your lawyer about special operating requirements.

INSPECTIONAL SERVICES (BOARD OF HEALTH)

Room 201
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4130
<https://www.chelseama.gov/inspectional-services>

1 Find your Map-Block-Lot number and your Zoning District at either the Property Record lookup for the City of Chelsea at <https://gis.vgsi.com/chelseama/Search.aspx> or Chelsea Maps online <https://www.mapsonline.net/chelseama/index.html> (Find your property and use the info button on the right to open the property record for your property).

FOOD PERMIT

You will need a **FOOD ESTABLISHMENT PERMIT** to apply for the **COMMON VICTUALER'S LICENSE**. This application is required for both a physical location and a food truck.

APPLICATION

The application is online, in English only, here:

<https://permiteyes.us/chelsea/loginuser.php>

You will need to register for an account to access the online system. Click on the icon marked **BOH** to access the application.

Checklist for Food Permit

Documents Required

- ☐ Copy of current Serv Safe Certification
- ☐ Copy of Allergen Awareness Certification

Information Required

- ☐ Map-Block-Lot number **(1)**
- ☐ Zone (Zoning District) **(1)**
- ☐ Business location or license plate number for a food truck
- ☐ Owner's name and contact information
- ☐ Applicant's name and contact information
- ☐ Whether establishment is seasonal
- ☐ Type of food sold or served
- ☐ Certifications (see above)

The fees are listed within the application and are dependent on the type of food sold.

TEMPORARY FOOD PERMITS

This is a separate application, located in the same place online. Additional information required includes the name of the person in charge, a list of all food served at the event, and a food protection and safety plan. This permit includes Temporary Food Service and catered functions.

FOOD TRUCK

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152

<https://www.chelseama.gov/licensing>

1 From the Licensing Department: <https://www.chelseama.gov/licensing>. The certificate must be **notarized**.

2 Massachusetts Department of Revenue: Certificate of Good Standing: Visit MassTax Connect at <https://mtc.dor.state.ma.us/mtc/>.

3 From the Licensing Department: <https://www.chelseama.gov/licensing>

4 From the Inspectional Services Department

5 Must be approved by the Traffic and Parking Commission

6 From the Licensing Department: <https://www.chelseama.gov/licensing>

You will need a **FOOD TRUCK/FOOD CAR LICENSE** from the **Licensing Department**.

APPLICATION

The application is online, in English only, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for Food Truck/Food Car

Documents Required	
<input type="checkbox"/>	Certificate of Occupancy
<input type="checkbox"/>	Business Certificate or Articles of Organization
<input type="checkbox"/>	Certificate of Compliance or Workers Compensation Insurance Policy (must be notarized) (1)
<input type="checkbox"/>	Massachusetts DOR Certificate of Good Standing (2)
<input type="checkbox"/>	Wage Theft Certification (3)
<input type="checkbox"/>	Menu
<input type="checkbox"/>	Retail Food Permit (4)
<input type="checkbox"/>	Route and dates and times of stationary service (5)
<input type="checkbox"/>	Business plan
<input type="checkbox"/>	Certificate of General Liability Insurance (1)
<input type="checkbox"/>	City of Chelsea CORI form (6)

OTHER INFORMATION

This is an annual license.

It is also possible to apply for a one-day license.

TEMPORARY OUTDOOR DINING LICENSE

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

- 1 From your insurance company
- 2 From the Massachusetts ABCC. See **LIQUOR LICENSE**.
- 3 From the Inspectional Services Department. See **LIQUOR LICENSE**.

If you want outdoor dining for your business, you must apply for a **TEMPORARY OUTDOOR DINING** license.

APPLICATION

The application is online, in English and Spanish, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for Temporary Outdoor Dining

Documents Required	
<input type="checkbox"/>	Certificate of Occupancy
<input type="checkbox"/>	Business Certificate or Articles of Organization
<input type="checkbox"/>	Proof of Insurance (1)
<input type="checkbox"/>	Liquor License Number (2)
<input type="checkbox"/>	Site plan with information about tables, umbrellas, and barriers
<input type="checkbox"/>	Occupancy load (3)

OTHER INFORMATION

This is an annual license.

The applications will reviewed by both the Inspectional Services Department and the Planning and Development Department.

GOOD TO KNOW

You should also become familiar with the City of Chelsea Municipal Ordinances (see page 10), especially Article II, Chapter 14, Section 14-91. Other ordinances may also be applicable; you may want to consult your lawyer about special operating requirements.



Section 5

Alcohol-Related Businesses

SERVING ALCOHOL

LIQUOR LICENSE

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

You will need a **LIQUOR LICENSE** to serve alcohol in your business. To get a liquor license, you will need to work with the City and the **Alcoholic Beverages Control Commission** (ABCC), a state agency.

APPLICATION

You can download the procedures for applying for a liquor license, in English only, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for Serving Alcohol

Documents Required

- ☐ Certificate of Occupancy
- ☐ Business Certificate or Articles of Organization
- ☐ Certificate of Compliance (1) or Workers Compensation Insurance Policy
- ☐ Massachusetts DOR Certificate of Good Standing (2)
- ☐ Wage Theft Certification (2)
- ☐ City of Chelsea CORI form (2)
- ☐ All required forms from the Massachusetts ABCC (3)

1 From the Licensing Department: <https://www.chelseama.gov/licensing>. The certificate must be **notarized**.

2 This document includes all forms required by the City of Chelsea.

3 The state forms are available here: <https://www.mass.gov/orgs/alcoholic-beverages-control-commission>

OTHER INFORMATION

You may also need the following licenses:

- **COMMON VICTUALER LICENSE**
- **INNHOLDER/ROOMING HOUSE LICENSE**
- **AMUSEMENT AND ENTERTAINMENT LICENSE**

GOOD TO KNOW

You should also become familiar with the City of Chelsea Municipal Ordinances (see page 10), especially Part III, Regulations. Part III Article III, Sections 2, 6, 10, and 11 deal with licenses for alcohol. Other ordinances may also be applicable; you may want to consult your lawyer about special operating requirements.

BREWERY OR DISTILLERY

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

US DEPARTMENT OF THE TREASURY: ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

<https://www.ttb.gov/>

Breweries require three levels of oversight in Massachusetts:

- **US DEPARTMENT OF THE TREASURY.** TTB license
- **COMMONWEALTH OF MASSACHUSETTS.** One of three licenses:
 - Manufacturer of Wine and Malt Beverages License
 - Farmer Brewery License
 - Pub Brewery License
- **CITY OF CHELSEA.** Liquor License, Common Victualer's License, Food Permit and related licenses if you intend to serve alcohol and food on premises or with a food truck. See the relevant pages for more information about these licenses.

TTB LICENSE

Two webpages will be useful for you. The first lists the industries regulated by the TTB (Alcohol and Tobacco Tax and Trade Bureau) and provides resources for those industries. Current resources includes those for Beer, Distilled Spirits, Wine, Sake and Kombucha.

<https://www.ttb.gov/>

The second webpage is the TTB Permits Online page which includes tutorials, information about creating an account, and what you need before you apply. Some of those documents are similar to others in this guide but note that you will need a Brewer's Bond under certain circumstances.

<https://www.ttb.gov/ponl/customer-support>

The information is online and presented in English only. There is no fee to apply.

Both pages have significant online resources, including videos, and a help line if you need more information.

GOOD TO KNOW

Manufacturer of Wine and Malt Beverages License

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138/Section19>

Farmer Brewery License

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138/>

Pub Brewery License

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138/Section19D>

ALCOHOLIC BEVERAGES CONTROL COMMISSION (ABCC)

95 Fourth Street, Suite 3
Chelsea, MA 02150-2358
(617) 727-3040

<https://www.mass.gov/orgs/alcoholic-beverages-control-commission>

COMMONWEALTH OF MASSACHUSETTS LICENSES

As noted on the previous page, Massachusetts has three options for licenses. The license you apply under will control your future options, so you may want to consult with a lawyer and think about how your business might change before applying.

Manufacturer of Wine and Malt Beverages License

This license allows you to manufacture your product and sell to licensed Massachusetts wholesales and retailers but not to serve alcohol on-site.

Farmer Brewery License

There are also licenses for Farmer Winery and Farmer Distillery. You can manufacture and sell to licensed Massachusetts wholesales and retailers. You can also serve on-site pours (with a Farmer Series Pouring Permit from the City of Chelsea) and sell directly to consumers by the bottle. The intent of this license is to support Massachusetts farms by using locally-grown ingredients.

Pub Brewery License

This license allows you to manufacture and sell to wholesalers licensed in Massachusetts but not to retailers. If you want to serve alcohol at your pub brewery, you will need an On-premise license.

Checklist for State Licenses

Documents Required	
<input type="checkbox"/>	TTB License (see page 26)
<input type="checkbox"/>	Food and Drug Administration Food Facility Registration
<input type="checkbox"/>	Surety Bond
<input type="checkbox"/>	CORI Release form for the liquor license manager
<input type="checkbox"/>	Proof of Citizenship for the liquor license manager
<input type="checkbox"/>	Other documents depending on your business structure and proposed operations

OTHER INFORMATION

You cannot have both a Farm Brewery License and a Pub Brewery License at the same time.

If you are interested in other permits relating to alcohol sales, manufacturing, or distribution, a full list of required licenses is here:



Section 6

Marijuana-Based Businesses

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

1 From the Licensing Department: <https://www.chelseama.gov/licensing>. The certificate must be **notarized**.

2 Massachusetts Department of Revenue: Certificate of Good Standing: Visit MassTax Connect at <https://mtc.dor.state.ma.us/mtc/>.

3 Ask for a statement from the Treasurer/Collector.

4 From the Licensing Department: <https://www.chelseama.gov/licensing>

5 Permitting & Land Use Planning

<https://www.mass.gov/service-details/different-types-of-alcoholic-beverage-state-licenses-abcc>

MARIJUANA-BASED BUSINESSES

To open any marijuana business, you will need a license from the **Commonwealth of Massachusetts** and the City of Chelsea **Licensing Department**. This is a complex process and requires meeting with the public early in the process.

APPLICATION

You can download a guide to starting a Marijuana Business and the application, in English only, here:

<https://www.chelseama.gov/licensing/pages/marijuana-establishment-information>

Checklist for Marijuana Business

Documents Required	
<input type="checkbox"/>	Certificate of Occupancy
<input type="checkbox"/>	Business Certificate or Articles of Organization
<input type="checkbox"/>	Application from Cannabis Control Commission or Department of Agriculture for Hemp producers
<input type="checkbox"/>	State license or provisional grant from Cannabis Control Commission or Department of Agriculture for Hemp producers
<input type="checkbox"/>	Copies of marijuana establishment agent registration cards from Cannabis Control Commission
<input type="checkbox"/>	Floor plan and plot plan
<input type="checkbox"/>	Host Community Agreement
<input type="checkbox"/>	Certificate of Compliance (1) or Workers Compensation Insurance Policy
<input type="checkbox"/>	Massachusetts DOR Certificate of Good Standing (2)
<input type="checkbox"/>	Proof that personal Property Taxes are paid to Treasury (3)
<input type="checkbox"/>	Wage Theft Certification (4)
<input type="checkbox"/>	Special Permit (5)

GOOD TO KNOW

You should also become familiar with the City of Chelsea Municipal Ordinances (see page 10), especially Part II, Chapter 14 Part III, Article IX and Part III, Article III, Section 12 which have specific requirements for marijuana businesses. Other ordinances may also be applicable; you may want to consult your lawyer about special operating requirements.



Section 7

Entertainment and Outdoor Retail

AMUSEMENT AND ENTERTAINMENT

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

1 From the Licensing Department: <https://www.chelseama.gov/licensing>. The certificate must be **notarized**.

2 Massachusetts Department of Revenue: Certificate of Good Standing: Visit MassTax Connect at <https://mtc.dor.state.ma.us/mtc/>.

3 From the Licensing Department: <https://www.chelseama.gov/licensing>

4 Ask for a statement from the Treasurer/Collector.

An **AMUSEMENT AND ENTERTAINMENT PERMIT** is required for the following:

- Performers, entertainers, dancing, films, TV, DJs, live music, juke boxes, etc.
- Radio, karaoke, amplification, floor show, light show, theatrical exhibition, billiard tables, pool tables, amusement devices.
- Laundromats with entertainment (including a TV).

APPLICATION

The application is online, in English and Spanish, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for Amusement and Entertainment

Documents Required

- ☐ Certificate of Occupancy
- ☐ Business Certificate or Articles of Organization
- ☐ Certificate of Compliance **(1)** or Workers Compensation Insurance Policy
- ☐ Massachusetts DOR Certificate of Good Standing **(2)**
- ☐ Wage Theft Certification **(3)**
- ☐ New Business: Floor Plan
- ☐ Renewal: Proof that Personal Property Taxes are paid to Treasury **(4)**
- ☐ Indemnification and Insurance documents **(1)**

GOOD TO KNOW

You should also check the City of Chelsea Municipal Ordinances (see page 10), especially Part III, Article III, Sections 7 and 9. Other ordinances may also be applicable; you may want to consult your lawyer about special operating requirements.

ONE-DAY PERMITS

A one-day permit, suitable for events. The application is online, in English and Spanish, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for One-Day Amusement and Entertainment

Documents Required

- ☐ Certificate of Compliance **(1)** or Workers Compensation Insurance Policy
- ☐ Massachusetts DOR Certificate of Good Standing **(2)**
- ☐ Wage Theft Certification **(3)**

OPEN AIR VENDOR

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

1 <https://www.mass.gov/how-to/hawker-and-peddler-application>

To sell things outside, you will need to apply for an **OPEN AIR VENDOR** license from the **Licensing Department**. This is applicable for temporary events, including for charitable organizations.

APPLICATION

The application is online, in English and Spanish, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for Open Air Vendor

Documents Required	
<input type="checkbox"/>	State-issued Hawkers and Peddlers License (1) if you have one
<input type="checkbox"/>	Site plan
<input type="checkbox"/>	Letter from property owner giving permission
<input type="checkbox"/>	Information about your planned sales
Is this an event sponsored by	
<input type="checkbox"/>	the City of Chelsea?
<input type="checkbox"/>	a 501(c)(3) organization?
<input type="checkbox"/>	a veteran’s organization?

GOOD TO KNOW

You should also become familiar with the City of Chelsea Municipal Ordinances (see page 10), especially Part II, Chapter 14, Article X which has specific requirements for open air vendors. Other ordinances may also be applicable; you may want to consult your lawyer about special operating requirements.



Section 8

Hospitality

INSPECTIONAL SERVICES

Room 201
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4130
<https://www.chelseama.gov/inspectional-services>

SHORT-TERM RENTAL

If you want to offer your space for a short-term rental (this can include Bed and Breakfasts, AirBNB, and other space rented for a short period of time), you must register the space with the City. **Short-Term Rentals are allowed only in an owner-occupied condominium or a single-family, two-family, or three-family house.** Check parking requirements (page 11).

APPLICATION

The application is a downloadable form, in English only, here: <https://www.chelseama.gov/inspectional-services/pages/online-permitting>

Checklist for Short-term Rental

Documents Required

- ☐ Certificate of Occupancy
- ☐ Letter from Condominium Association authorizing the use of the condominium as a Limited Share Unit

Information Required

- ☐ Owner's name and contact information
- ☐ Number of units
- ☐ Rental type (See **GOOD TO KNOW** Below)
- ☐ Number of units
- ☐ Number of rooms
- ☐ Online hosting platforms

OTHER INFORMATION

The owner must pay Room Occupancy Excise Tax on the rentals to the City.

Registration is valid from January 1 through December 31 and must be renewed annually.

GOOD TO KNOW

You should also become familiar with the City of Chelsea Municipal Ordinances (see page 10), especially Part II, Chapter 6, Article I, Section 6.5 which governs short-term rentals, including the definition of what qualifies as a short-term rental. Other ordinances may also be applicable; you may want to consult your lawyer about special operating requirements.

INN

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

1 From the Licensing Department: <https://www.chelseama.gov/licensing>. The certificate must be **notarized**.

2 Massachusetts Department of Revenue: Certificate of Good Standing: Visit MassTax Connect at <https://mtc.dor.state.ma.us/mtc/>.

3 Ask for a statement from the Treasurer/Collector.

4 From the Licensing Department: <https://www.chelseama.gov/licensing>

5 From the Inspectional Services Department

You will need to complete a **ROOMING HOUSE LICENSE** from the **Licensing Department**. This license also applies to Rooming Houses.

APPLICATION

The application is online, in English only, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for Rooming House License

Documents Required

- ☐ Certificate of Occupancy
- ☐ Business Certificate or Articles of Organization
- ☐ Certificate of Compliance **(1)** or Workers Compensation Insurance Policy
- ☐ Massachusetts DOR Certificate of Good Standing **(2)**
- ☐ Proof that personal Property Taxes are paid to Treasury **(3)**
- ☐ Wage Theft Certification **(4)**
- ☐ Single Room Occupancy Certificate of Habitability **(5)**
- ☐ New Applications: Purchase and Sale Agreement
- ☐ New Applications: Floor Plan

OTHER INFORMATION

You will also need to apply for an **ANNUAL CERTIFICATE OF INSPECTION** through the **Inspectional Services Department**.

GOOD TO KNOW

You should also become familiar with the City of Chelsea Municipal Ordinances (see page 10), especially Part III Regulations. Part III, Article III, Sections 2, 4, and 5 deal with requirements for Innholders and Lodging House licenses. Other ordinances may also be applicable; you may want to consult your lawyer about special operating requirements.



Section 10

State Licenses

BUSINESSES REQUIRING A STATE LICENSE

Some businesses require a license from the Commonwealth of Massachusetts. If your business is one of these, you will still need a **CERTIFICATE OF OCCUPANCY** from the City of Chelsea and a **BUSINESS CERTIFICATE** or Articles of Incorporation.

The list below provides additional information about businesses that need a state license.

MASSACHUSETTS DIVISION OF OCCUPATIONAL LICENSURE

MASSACHUSETTS DIVISION OF OCCUPATIONAL LICENSURE

1000 Washington Street, Suite 710
Boston, MA 02118
617-701-8600

<https://www.mass.gov/orgs/division-of-occupational-licensure>

Additional license requirements:
<https://www.mass.gov/topics/professional-licenses-permits>

The **Division of Occupational Licensure** is also under the Office of Consumer Affairs and Business Regulation.

If your business falls into one of these categories, you may and some members of your staff may need to register with the state.

- Architect
- Allied Health, Allied Mental Health, Human Services
- Chiropractor
- Constructor Supervisor
- Cosmetology and Barbering
- Dietitian and Nutritionist
- Dispensing Optician
- Electrician
- Funeral Director (**and City of Chelsea Board of Health**)
- Home Improvement Contractor
- Home Inspector
- Landscape Architect
- Massage Therapist (**and City of Chelsea Board of Health**)
- Optometrist
- Plumber and Gas Fitter
- Podiatrist
- Professional Engineer or Land Surveyor
- Public Accountant
- Psychologist
- Real Estate Appraiser
- Real Estate Broker or Salesperson
- Rideshare Companies and Rideshare Company Drivers
- Sanitarian
- Sheet Metal Worker
- Social Worker
- Speech Language Pathologist
- Veterinarian

DEPARTMENT OF EARLY EDUCATION AND CARE

50 Milk St., 14th Floor
Boston, MA 02109-5002
(617) 988-6600

<https://www.mass.gov/child-care-program-licensing>

OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION

501 Boylston Street, Suite 5100,
Boston, MA 02116
(617) 973-8787

<https://www.mass.gov/orgs/office-of-consumer-affairs-and-business-regulation>

DIVISION OF BANKS

1000 Washington Street, 10th Floor
Boston, MA 02118-6400
(617) 956-1500

<https://www.mass.gov/orgs/division-of-banks>

DIVISION OF INSURANCE

1000 Washington Street, Suite 810,
Boston, MA 02118
(617) 521-7794

<https://www.mass.gov/orgs/division-of-insurance>

DIVISION OF STANDARDS

One Ashburton Place, Room 1115
Boston, MA 02108
(617) 727-3480

<https://www.mass.gov/orgs/division-of-standards>

DEPARTMENT OF TELECOMMUNICATIONS AND CABLE

1000 Washington Street, Suite 600
Boston, MA 02118
(617) 305-3580

<https://www.mass.gov/orgs/department-of-telecommunications-and-cable>

CHILD CARE SERVICES

If your business involves group, school age or family child care, you will need to apply for a license from the state.

You will need to meet several requirements, but the first step is to take a mandatory set of courses, depending on the type of license you want. Classes in Spanish are available.

License types include the following:

- Family Child Care License
- Small Group and School Age Child Care License
- Large Group and School Age Child Care License

In addition to the business license, that state also requires a license to be a Family Child Care Assistant with additional training requirements.

OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION

If your business falls into one of these categories, you may need a license from the state.

Division of Banks

- Mortgage loan originator
- Mortgage company license
- Consumer finance company license
- Debt collector license or loan services registration
- Check casher license
- Money transmitter license

Division of Insurance

- Insurance licensing

Division of Standards

- Anti-freeze licensing
- Auctioneer licensing
- Hawker and peddler licensing
- Motor fuel licensing
- Motor vehicle damage and glass repair shops
- Promoter licensing

Department of Telecommunications and Cable

- Cable Television licensing
- Payphone provider registration



Section 11

Other City Licenses and Permits

TOBACCO OR NICOTINE DELIVERY PRODUCT SALES

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

1 From the Licensing Department: <https://www.chelseama.gov/licensing>. The certificate must be **notarized**.

2 Massachusetts Department of Revenue: Certificate of Good Standing: Visit MassTax Connect at <https://mtc.dor.state.ma.us/mtc/>.

3 Ask for a statement from the Treasurer/Collector.

4 From the Licensing Department: <https://www.chelseama.gov/licensing>

5 Massachusetts Dept. of Revenue: <https://www.mass.gov/lists/dor-cigarette-and-tobacco-forms-and-legal-documents>

You will need to submit an application to the Licensing Department for **TOBACCO AND NICOTINE DELIVERY PRODUCT SALES**.

APPLICATION

The application is online, in English and Spanish, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for Tobacco or Nicotine Products

Documents Required

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Certificate of Occupancy |
| <input type="checkbox"/> | Business Certificate or Articles of Organization |
| <input type="checkbox"/> | Certificate of Compliance (1) or Workers Compensation Insurance Policy |
| <input type="checkbox"/> | Massachusetts DOR Certificate of Good Standing (2) |
| <input type="checkbox"/> | Proof that personal Property Taxes are paid to Treasury (3) |
| <input type="checkbox"/> | Wage Theft Certification (4) |
| <input type="checkbox"/> | Retailer's License Number for Sale of Cigarettes (5) |
| <input type="checkbox"/> | Proof that any/all tobacco sales citations have been paid (3) |

OTHER INFORMATION

The MassDOR site has additional formas and checklists that you must complete to receive your Retailer's License.

GOOD TO KNOW

You should also become familiar with the City of Chelsea Municipal Ordinances (see page 10), especially Part III Regulations. Part III, Article 1, Section 1 has additional requirements for selling tobacco. Other ordinances may also be applicable; you may want to consult your lawyer about special operating requirements.

GARAGE OR REPAIR SHOP, PARKING GARAGE, OR PARKING LOT

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

1 From the Licensing Department: <https://www.chelseama.gov/licensing> The certificate must be **notarized**.

2 Massachusetts Department of Revenue: Certificate of Good Standing: Visit MassTax Connect at <https://mtc.dor.state.ma.us/mtc/>.

3 Ask for a statement from the Treasurer/Collector.

4 From the Licensing Department: <https://www.chelseama.gov/licensing>

You will need to file an application for one or more of these business types with the **Licensing Department**.

APPLICATION

The application is available online, in English only, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for Garage, Repair Shop, Parking Garage, Parking Lot

Documents Required	
<input type="checkbox"/>	Certificate of Occupancy
<input type="checkbox"/>	Business Certificate or Articles of Incorporation
<input type="checkbox"/>	Bond in the amount of \$50,000.00, as required by M.G.L. c. 14-172(d)
<input type="checkbox"/>	Certificate of Compliance (1) or Workers Compensation Insurance Policy
<input type="checkbox"/>	Massachusetts DOR Certificate of Good Standing (2)
<input type="checkbox"/>	Proof that personal Property Taxes are paid to Treasury (3)
<input type="checkbox"/>	Wage Theft Certification (4)

OTHER INFORMATION

You may also need a **PETROLEUM LICENSE** to store petroleum. The application is in English only and can be downloaded from here:

<https://www.chelseama.gov/licensing/Application>

MOTOR VEHICLE SALES

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

1 From the Licensing Department: <https://www.chelseama.gov/licensing>. The certificate must be **notarized**.

2 Massachusetts Department of Revenue: Certificate of Good Standing: Visit MassTax Connect at <https://mtc.dor.state.ma.us/mtc/>.

3 Ask for a statement from the Treasurer/Collector.

4 From the Licensing Department: <https://www.chelseama.gov/licensing>

You will need a **CLASS 1, CLASS II, OR CLASS III LICENSE** from the **Licensing Department**.

APPLICATION

The application is available online, in English only, here:

<https://www.chelseama.gov/licensing/Application>

Checklist for Class I, II, III License

Documents Required	
<input type="checkbox"/>	Certificate of Occupancy
<input type="checkbox"/>	Business Certificate or Articles of Incorporation
<input type="checkbox"/>	Bond in the amount of \$25,000.00, as required by M.G.L c. 140,s 140,s.58(c)
<input type="checkbox"/>	Certificate of Compliance (1) or Workers Compensation Insurance Policy
<input type="checkbox"/>	Massachusetts DOR Certificate of Good Standing (2)
<input type="checkbox"/>	Proof that personal Property Taxes are paid to Treasury (3)
<input type="checkbox"/>	Wage Theft Certification (4)

RENEWAL

The same online application can be used for renewals.

OTHER INFORMATION

You may also need a **PETROLEUM LICENSE** to store petroleum. The application is in English only and can be downloaded from here:

<https://www.chelseama.gov/licensing/Application>

EXCAVATOR CONTRACTOR

PUBLIC WORKS

Room 310
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4209
<https://www.chelseama.gov/public-works>

1 REAP Attestations: <https://www.mass.gov/doc/tax-certification-statement/download>.

2 Ask for a statement from the Treasurer/Collector.

3 From the City of Chelsea.

To do excavation work in Chelsea, you will need to register with the **Department of Public Works**.

APPLICATION

The application is online:

<https://epay.cityhallsystems.com/selection>

Checklist for Excavator Contractor

Documents Required

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Online Application (see above for link) |
| <input type="checkbox"/> | REAP attestation (1) |
| <input type="checkbox"/> | Proof of Paid Personal taxes from the City Registry (2) |
| <input type="checkbox"/> | Corporations only: Certificate of Corporate Authority (3) |
| <input type="checkbox"/> | New Business only: State Department of Industrial Accidents Workers Compensation Insurance Affidavit – General Business |
| <input type="checkbox"/> | New Business only: Bond for \$10,000 |

RENEWAL

- Annual with the City Department of Public Works
- Continuation certificate showing existing bond and certificate of general liability is still in effect

TAXI BUSINESS

LICENSING

Room 307
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4152
<https://www.chelseama.gov/licensing>

The *Taxicab Rules and Regulations of the Chelsea Licensing Commission* is online here:

<https://www.chelseama.gov/licensing/Application>

The application is not online. Contact the **Licensing Department** for more information.

OTHER INFORMATION

Ride-share businesses e.g. Uber or Lyft) are regulated by the Commonwealth of Massachusetts. See page 38.

Acknowledgments

CITY COUNCIL

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