



CITY OF CHELSEA

Department of Housing
+ Community Development

Doing Business in Chelsea: Permitting Guide

FY2023



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 “Certificate of Occupancy (Certificate of Inspection)” on page 13), Sign Permit, and other construction related permits. A Certificate of Occupancy is required for almost all businesses.

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.

The information in this guide is meant to get you started; it is not an exhaustive list of everything required for each licenses 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 the permits 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 to Chelsea 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.



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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
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CITY OF CHELSEA
Office of the City Manager

City Hall, 500 Broadway, Room 302 · Chelsea , MA 02150
Phone : 617.466.4100 · Fax: 617.466.4175 · Email: tambrosino@chelseama.gov

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.

Edward (Ned) Keefe
City Manager

GENERAL INFORMATION

Permitting in the City of Chelsea



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

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>

Unique Entity Identifier (UEI)

<https://sam.gov/content/entity-registration>

Note: On April 4, 2022, the federal government stopped using DUNS numbers and was replaced by a new, non-proprietary identifier called the Unique Entity Identifier (UEI), or the Entity ID. The UEI is provided by the System for Award Management (SAM.gov).

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: www.chelseama.gov/ISD/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

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/>

www.chelseachamber.org
308 Broadway
Chelsea, MA 02150
executivedirector@chelseachamber.org
(617) 884-4877

CHELSEA BUSINESS STRONG

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://www.chelseastrong.com>

www.chelseastrong.com
info@chelseastrong.com
(857) 344-0445

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 St., 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/divisions/corporations/corporations.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 www.chelseama.gov/parking

SECTION 1

START HERE! All Businesses

INSPECTIONAL SERVICES
Room 201
Chelsea City Hall
500 Broadway
Chelsea, MA 02150
(617) 466-4130
www.chelseama.gov/ISD

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

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

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.

Business Certificate

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: www.chelseama.gov/online-services

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: www.chelseama.gov/online-services

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.

<https://chelseachamber.org>

308 Broadway
Chelsea, MA 02150

executivedirector@chelseachamber.org

(617) 884-4877

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

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-Lot number¹
- 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

www.chelseama.gov/ISD

¹ Find your Map-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).

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**

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

INFORMATION REQUIRED

- Map-Lot number¹
- 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.

¹ Find your Map-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).

SECTION 2

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 Verification	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 3

Food-Related Businesses



Common Victualer's License

You will need a Common Victualer's License to serve food in your business.

APPLICATION

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

www.chelseama.gov/online-services

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

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

Checklist for Common Victualer's License

DOCUMENTS REQUIRED

- | | |
|--|--|
| <input type="checkbox"/> Certificate of Occupancy | <input type="checkbox"/> Proof of Paid Personal Taxes at the Treasury ² |
| <input type="checkbox"/> Business Certificate or Articles of Organization | <input type="checkbox"/> Wage Theft Certification ³ |
| <input type="checkbox"/> Online Application | <input type="checkbox"/> Food Permit ⁴ |
| <input type="checkbox"/> Massachusetts DOR Certificate of Good Standing ¹ | <input type="checkbox"/> Floor Plan |

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.

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

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.

INSPECTIONAL
SERVICES
(BOARD OF HEALTH)
Room 201
Chelsea City Hall
500 Broadway
Chelsea, MA
02150
(617) 466-4130
www.chelseama.gov/ISD

Checklist for Food Permit

DOCUMENTS REQUIRED

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

INFORMATION REQUIRED

- Map-Lot number¹
- 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 upon 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 to be served at the event, and a food protection and safety plan. This permit includes Temporary Food Service and catered functions.

¹ Find your Map-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 Truck

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/license-regulations>

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

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

Checklist for Food Truck/Food Car

DOCUMENTS REQUIRED

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

<https://www.chelseama.gov/license-regulations>

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>

Temporary Outdoor Dining 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/license-regulations>

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

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

Checklist for Temporary Outdoor Dining

DOCUMENTS REQUIRED

- Certificate of Occupancy
- Business Certificate or Articles of Organization
- Proof of Insurance¹
- Liquor License Number² (if serving alcohol)
- Site plan with information about tables, umbrellas, and barriers
- Occupancy load³

OTHER INFORMATION

This is an annual license.

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

¹ From your insurance company

² From the Massachusetts ABCC. See **Liquor License**.

³ From the Inspectional Services Department. See **Liquor License**.





SECTION 4

**Alcohol-Based
Businesses**



Serving Alcohol

LIQUOR LICENSE

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/license-regulations>

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

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

Checklist for Serving Alcohol

DOCUMENTS REQUIRED

- Certificate of Occupancy
- Business Certificate or Articles of Organization
- Certificate of Compliance¹ or Workers Compensation Insurance Policy
- Massachusetts DOR Certificate of Good Standing²
- Wage Theft Certification²
- City of Chelsea CORI form²
- All required forms from the Massachusetts ABCC³

OTHER INFORMATION

You may also need the following licenses

- **Common victualer license** (See page 22)
- **Unnholder/rooming house license** (See page 39)
- **Amusement and entertainment license** (See page 34)

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>

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

Breweries require three levels of oversight in Massachusetts:

US DEPARTMENT OF THE TREASURY. TTB license <https://www.ttb.gov/>

COMMONWEALTH OF MASSACHUSETTS. One of three licenses:

- **MANUFACTURER OF WINE AND MALT BEVERAGES LICENSE**

<https://www.mass.gov/how-to/apply-for-an-alcoholic-beverages-manufacturer-license-abcc>

- **FARMER BREWERY LICENSE**

<https://www.mass.gov/how-to/apply-for-an-alcoholic-beverages-farmer-brewery-license-abcc>

- **PUB BREWERY LICENSE**

<https://www.mass.gov/how-to/apply-for-an-alcoholic-beverages-pub-brewery-license-abcc>

CITY OF CHELSEA. Liquor License (see page 28), Common Victualer's License (see page 22), Food Permit (See Page 23) and related licenses if you intend to serve alcohol and food on premises or with a food truck.

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.

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/>

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/Section19C>

Brewery License

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



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

- TTB License (see page “Serving Alcohol” on page 28)
- Food and Drug Administration Food Facility Registration
- Surety Bond
- CORI Release form for the liquor license manager
- Proof of Citizenship for the liquor license manager
- 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:

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

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](https://www.mass.gov/orgs/alcoholic-beverages-control-commission)



SECTION 5

Marijuana-
Based
Businesses

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/marijuana-establishment>

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

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

Checklist for Marijuana Business

DOCUMENTS REQUIRED

- Certificate of Occupancy
- Business Certificate or Articles of Organization
- Application from Cannabis Control Commission or Department of Agriculture for Hemp producers
- State license or provisional grant from Cannabis Control Commission or Department of Agriculture for Hemp producers
- Copies of marijuana establishment agent registration cards from Cannabis Control Commission
- Floor plan and plot plan
- Host Community Agreement
- Certificate of Compliance¹ or Workers Compensation Insurance Policy
- Massachusetts DOR Certificate of Good Standing²
- Proof that personal Property Taxes are paid to Treasury³
- Wage Theft Certification⁴
- Special Permit⁵
- Security Plan and traffic management plan

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

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 6

**Entertainment
and Outdoor
Retail**



Amusement and Entertainment

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).**

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

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

APPLICATION

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

<https://www.chelseama.gov/license-regulations>

Checklist for Amusement and Entertainment

DOCUMENTS REQUIRED

- | | |
|--|--|
| <input type="checkbox"/> Certificate of Occupancy | <input type="checkbox"/> Wage Theft Certification ³ |
| <input type="checkbox"/> Business Certificate or Articles of Organization | <input type="checkbox"/> New Business: Floor Plan |
| <input type="checkbox"/> Certificate of Compliance ¹ or Workers Compensation Insurance Policy | <input type="checkbox"/> Renewal: Proof that Personal Property Taxes are paid to Treasury ⁴ |
| <input type="checkbox"/> Massachusetts DOR Certificate of Good Standing ² | <input type="checkbox"/> Indemnification and Insurance documents ¹ |

ONE-DAY PERMITS

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

<https://www.chelseama.gov/license-regulations>

Checklist for One-Day Amusement and Entertainment

DOCUMENTS REQUIRED

- | | |
|--|--|
| <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"/> Wage Theft Certification ³ |

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.

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.

Open Air Vendor

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/license-regulations>

Checklist for Open Air Vendor

DOCUMENTS REQUIRED

- State-issued Hawkers and Peddlers License¹ if you have one
- Site plan
- Letter from property owner giving permission
- Information about your planned sales
- Is this an event sponsored by
 - the City of Chelsea?
 - a 501(c)(3) organization?
 - a veteran's organization?

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

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.

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





SECTION 7

Hospitality



Short Term Rentals

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:
www.chelseama.gov/ISD/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
- Number of units
- Number of rooms
- Rental type
(See GOOD TO KNOW Below)
- 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.

INSPECTIONAL
SERVICES
(BOARD OF HEALTH)
Room 201
Chelsea City Hall
500 Broadway
Chelsea, MA
02150
(617) 466-4130
www.chelseama.gov/ISD

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.

Inn

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/license-regulations>

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

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

Checklist for Rooming House License

DOCUMENTS REQUIRED

- Certificate of Occupancy
- Business Certificate or Articles of Organization
- Certificate of Compliance¹ or Workers Compensation Insurance Policy
- Massachusetts DOR Certificate of Good Standing²
- Proof that personal Property Taxes are paid to Treasury³
- Wage Theft Certification⁴
- Single Room Occupancy Certificate of Habitability⁵
- 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**.

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

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.



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SECTION 8

State Licences



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

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

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.

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**

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>





SECTION 9

**Other City
Licenses and
Permits**



Tobacco or Nicotine Delivery Product Sales

You will need to submit an application to the Licensing Department for **Tobacco and Nicotine Delivery Product Sales**.

APPLICATION

The application is a downloadable form, in English only, here:

<https://www.chelseama.gov/license-regulations>

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

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

Checklist for Tobacco or Nicotine Products

DOCUMENTS REQUIRED

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

OTHER INFORMATION

The Mass DOR site has additional forms and checklists that you must complete to receive your Retailer's License.

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>

GOOD TO KNOW



You should also become familiar with the City of Chelsea Municipal Ordinances (see 11), 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

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

APPLICATION

The application is online, in English only, here:

<https://www.chelseama.gov/license-regulations>

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

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

DOCUMENTS REQUIRED

- Certificate of Occupancy
- Business Certificate or Articles of Incorporation
- Bond in the amount of \$50,000.00, as required by M.G.L. c.14-172(d)
- Certificate of Compliance¹ or Workers Compensation Insurance Policy
- Massachusetts DOR Certificate of Good Standing²
- Proof that personal Property Taxes are paid to Treasury³
- Wage Theft Certification⁴

OTHER INFORMATION

You may also need a **Petroleum License** to store petroleum, including diesel. The application is in English only and can be downloaded from here:

<https://www.chelseama.gov/license-regulations>

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>

Motor Vehicle Sales

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/license-regulations>

Checklist for Class I, II, III License

DOCUMENTS REQUIRED

- Business Certificate or Articles of Incorporation
- Bond in the amount of \$25,000.00, as required by M.G.L. c. 140, s. 140, s. 58(c)
- Certificate of Compliance¹ or Workers Compensation Insurance Policy
- Massachusetts DOR Certificate of Good Standing²
- Proof that personal Property Taxes are paid to Treasury³
- Wage Theft Certification⁴

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/license-regulations>

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>

Excavator Contractor

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>

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

Checklist for Excavator Contractor

DOCUMENTS REQUIRED

- Online Application (see above for link)
- REAP attestation¹
- Proof of Paid Personal taxes from the City Registry²
- Corporations only: Certificate of Corporate Authority³
- New Business only: State Department of Industrial Accidents Workers Compensation Insurance Affidavit – General Business
- New Business only: Bond for \$10,000

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.

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

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

<https://www.chelseama.gov/license-regulations>

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.

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

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

ACKNOWLEDGMENTS

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Emmy Hahn, MDI/LRRP Program Coordinator*

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