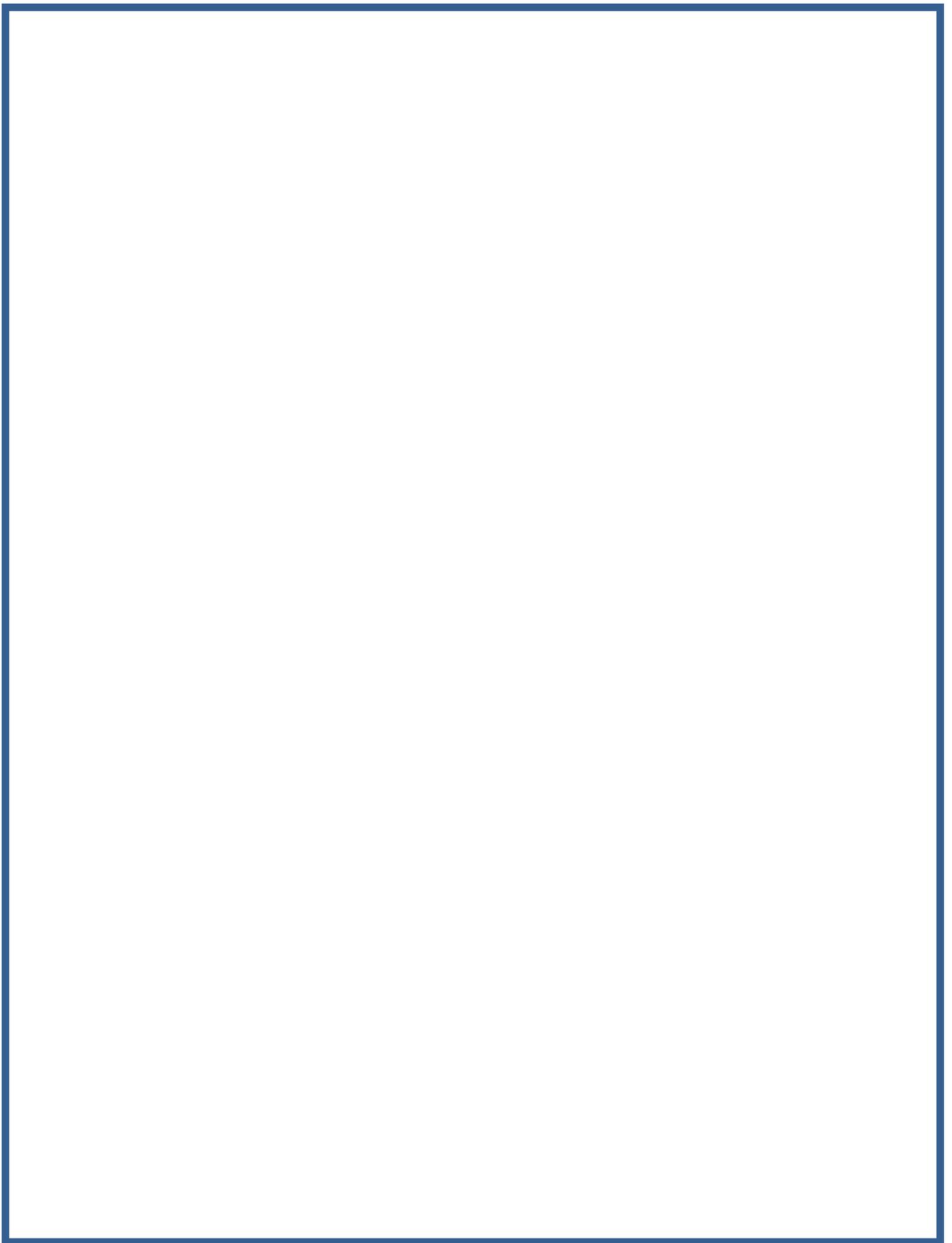


2014

Starting a Business in Abington

What Business Owners Need to Know to
Start or Expand a Business in the Town of
Abington, Massachusetts





Starting a Business in Abington

**What Business Owners Need to Know to
Start or Expand a Business in the Town of
Abington, Massachusetts**

2014

Prepared for the Town of Abington by the staff of the

Old Colony Planning Council

70 School Street

Brockton, MA 02301

Prepared under the Supervision of

Pasquale Ciaramella

Executive Director

With funding from

Massachusetts Department of Housing and Community Development

District Local Technical Assistance Program

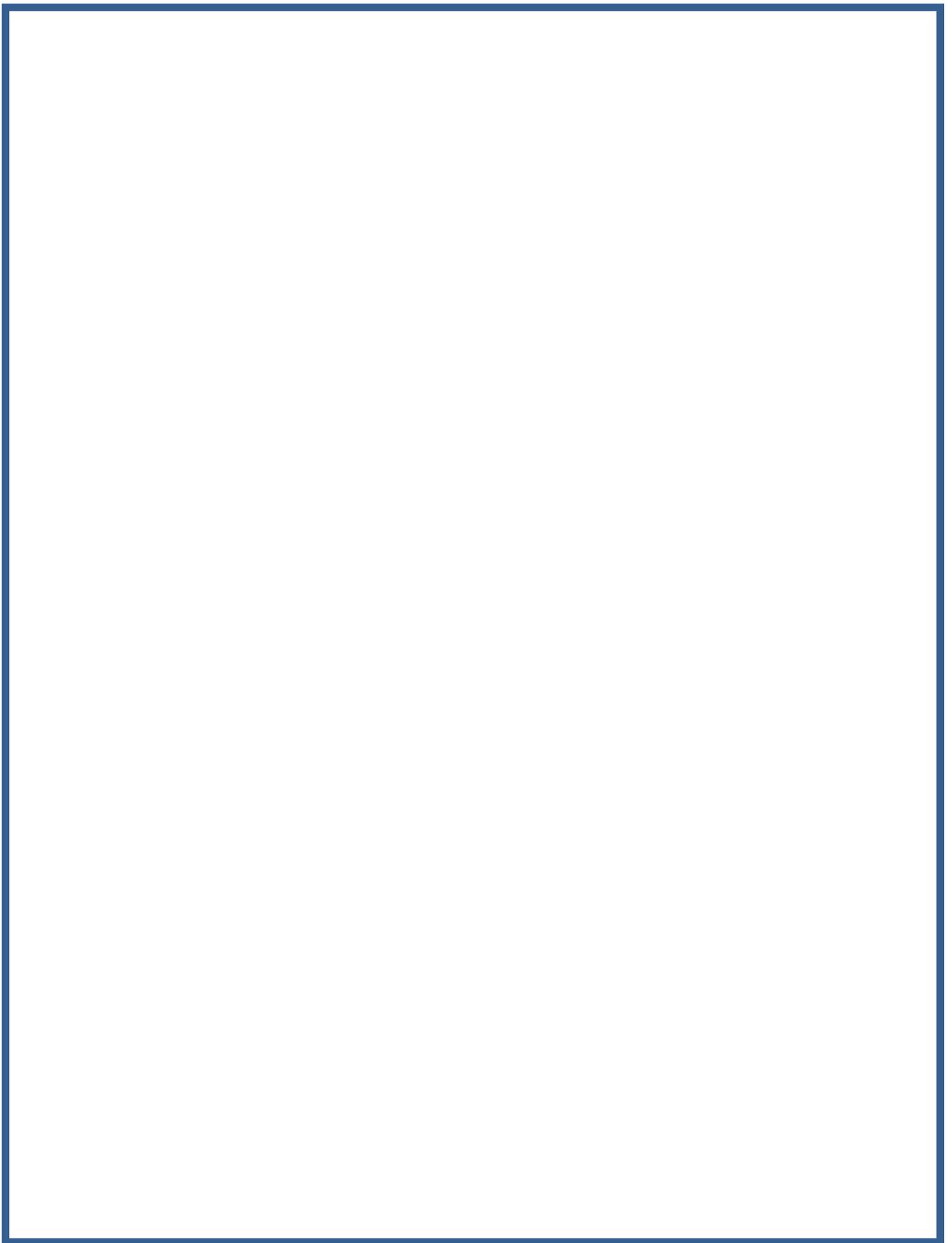


Table of Contents

Welcome Letter from the Town Manager	3
About Abington	5
Guide Overview	7
Step-by-Step Guide to Starting a Business	9
How to Open a Business in Abington, MA	13
Business Certificate	15
Business Certificate Form	17
Building Permit	19
Opening a Restaurant	21
Alcoholic Beverage License	23
Opening a Retail Store	25
Health Department	27
Board of Selectmen	28
Town Clerk	29
Building/Inspectional Services	30
Planning Board	31
Zoning Board of Appeals	31
Fire Department	32
Town of Abington Zoning Map	33
Contact Information	35
Congratulations	37

Welcome Letter from the Town Manager

Town of Abington
Office of the Town Manager
Richard LaFond
Town Offices
500 Gliniewicz Way
Abington, MA 02351

Welcome to the Town of Abington!

Dear Prospective Business Owner,

The Town of Abington has prepared this guide to assist folks interested in doing business in Abington.

Included in this guide you will find information on each Department from whom you might require a license or permit. While it is not an exhaustive instruction manual for all Town of Abington permits and licenses, it does include those most commonly required for businesses.

Thank you for your interest in Abington. We wish you success in your business endeavors.

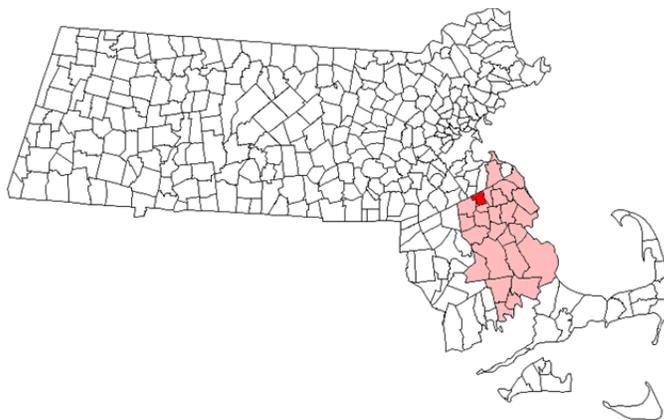
Sincerely,

Richard LaFond

Richard LaFond
Town Manager

About Abington

Abington, Massachusetts is located in Plymouth County, approximately 20 miles southeast of Boston. First settled by European settlers in 1668, this mature suburban community has steadily grown over the years; for the period of 2000-2010 it was the 4th fastest growing community in Plymouth County. Abington is centrally located on the South Shore to many major traffic routes, including Routes 18, 58, 123 and 139. Abington also has a Commuter Rail Station on the MBTA's Kingston/Plymouth Commuter Rail Line.



Abington Demographic Snapshot

Population	15,985*
Households	6,080*
Median Age	39.5 Years*
Median Household Income	\$76,174**
Per Capita Income	\$32,149**
Labor Force (16+)	9,017**

Sources:

*2010 U.S. Census

**2008-2012 American Community Survey

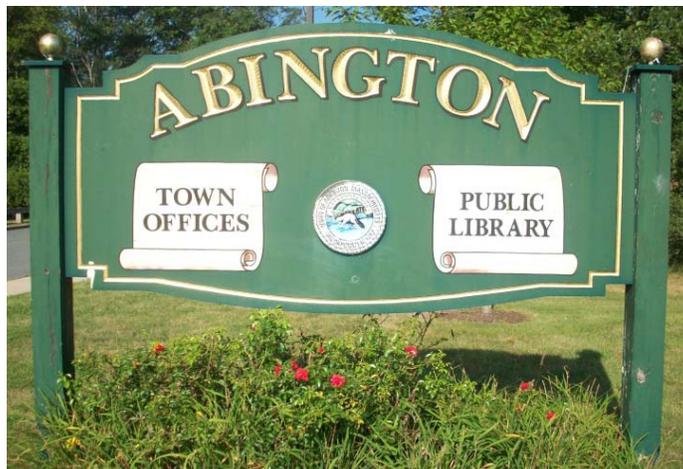
Guide Overview

This guide has been created to help prospective business owners in the Town of Abington. We hope to make the process of opening your own business in our town easier and less stressful with the use of this guide.

Please know that the many contacts listed in this guide are more than happy to help you during any part of this process. The Town of Abington welcomes you to a prosperous town that would love to help your business be as successful as possible.

It is important to note that this guide is not meant to serve as instruction for every possible type of business that could possibly open in Abington. Though there is a lot of useful and valuable information in this guide, it is important to read through the entire guide and choose the information in it that pertains to your particular type of business. There are several parts to this guide that do pertain to every business type, while other parts are more specific to one certain business type. Potential business owners should realize they may need to look elsewhere to find more specific information on their certain type of business.

This guide's purpose is your tool for success and by following it you will be sure to cover all of the requirements that are needed to begin your new business in the Town of Abington.



**Please note that information is subject to change and the most up to date information can be found on the Town of Abington's website at: <http://www.abingtonma.gov>

Step-by-Step Guide to Starting a Business

Before this guide goes into the specifics of Abington, here is a very basic summary of the steps any potential business owner must understand everywhere.

Step 1:

Plan Ahead. Are you on the right track to starting your business? Are you healthy enough to put in long hours or will the addition of too much stress put you over the edge? Do you have good credit/ are you financially stable enough to put your money into a new business? Are you able to take responsibility for your own actions? Are you informed on business techniques/ do you have business owning skills? If you answered no to any of these questions, you may want to rethink opening your business at this point in time. Wait a little longer so you can answer “yes” to all of these questions. Your business will be more successful in the end because of it.

Step 2:

Create a Business Plan. Every successful business needs a plan. Write out your businesses future by creating ideas of how to grow revenues and avoid going out of business if something were to happen. Create goals for your business and find a way to make your products unique from competitors in the same market. Create a sales strategy and decide on a management and organization that will fit your business. Creating a business plan will help you to identify problems that you may stumble upon in your business before you actually run into them.

Step 3:

Ask for Outside Help. Take some extra business courses. Ask fellow business owners what they have encountered that made owning a business difficult. Get counseling or take a training class. Any of these sources of outside help can increase your success.

Step 4:

Choose a Name. Create a name for your business. Make sure you're not using a name that another business already has. Create something unique that draws people's attention and also relates to what you are selling. A good name can make all the difference.

Step 5:

Choose a Location. Choose a location that is right for your business. Make sure there are people in the area you choose that are in need of what you are selling. Even within a certain town, one side of town may be more appropriate for your business than the other side due to land formations or water ways. It is also necessary to verify the zoning for the specific location to make sure it is accepted by the town for you to start your business there.

Step 6:

Secure Financing. Make sure you have the finances to fund starting your own business. Use money you have saved, money given to you from family, or money to fund your business through loans to begin your business. Any of these options are perfectly fine as long as you know you have enough funding to open your business and keep it running before you begin making a solid income from it.

Step 7:

Choose a Business Structure. Each type of business structure has different legal and tax implications. It is necessary to choose the one that fits your particular business. The different types of business structures are sole proprietorship, limited liability, cooperative, cooperation, partnership or corporation. All of these types are different from each other and should be researched before deciding on which type.

Step 8:

File for a Business Certificate. Make sure you file for a business certificate through the town you are opening a business in.

Step 9:

Obtain a Federal Employer Tax ID Number. Obtain a free “Employer Identification Number” from the IRS. This is needed if you have employees, if you operate a business as a cooperation or partnership, or if you file tax returns for Employment, Excise, Alcohol, Tobacco, or Fire Arms. You can obtain an “Employer Tax ID Number” for free at <http://www.irs.gov>.

Step 10:

Register with the State. Make sure to register with the state you are opening a business in if you are a corporation, nonprofit organization, limited-liability company or partnership. For the state of Massachusetts, more information about this can be found at <http://www.mass.gov>.

Step 11:

Know the Tax Regulations. Taxes are a vital part of owning a business. Make sure you are familiar with the tax rules in the state you are opening a business in. For the state of Massachusetts, more information about this can be found at <http://www.mass.gov>.

Step 12:

Acquire Licenses and Permits. Business owners must be sure to file for and obtain all the necessary licenses and permits for your particular business. Sometimes the required licenses and permits change so it is necessary to keep up to date with them.

Step 13:

Understand Employer Responsibilities. It is necessary to realize that you are responsible for every aspect of your business. You must understand how to manage your employees and meet the regulations of the state as well. For the state of Massachusetts, more information about this can be found at <http://www.mass.gov>.



How to Open a Business in Abington, MA

Business Certificate



What is a Business Certificate?

A business certificate is the public record of the name and address of the owner(s) of a business, and is commonly referred to by the name “D.B.A” (“Doing Business As”) or Sole Proprietorship. Its purpose is primarily for consumer protection and public information. Lenders will typically request a copy of your business certificate.

Who must file a Business Certificate?

Any person conducting business in the Commonwealth of Massachusetts under any title other than the real name of the person conducting the business, whether individually or as a partnership, must file a Business Certificate in the Town Clerk’s office of every town or city that the business person or partnership is located.

Businesses who file with the Secretary of State’s office do not need to file with the town. Certain other associations and partnerships may also be exempt. To find these other exemptions, view Massachusetts General Laws Chapter 110, section 5.

How do I file or renew a Business Certificate?

Business Certificates can be obtained at the Abington Town Clerk’s Office. The fee for a Business Certificate is \$40.00. Business Certificates must be renewed every four years for \$40.00.

What do I do if I discontinue or withdraw from the business or move to another location?

If you are no longer in business or you move out of town, you should file a withdrawal from business form obtained from the Abington Town Clerk's Office. This should be done as soon as possible to avoid additional personal property taxes on your business because these personal property taxes cannot be adjusted until Abington's Assessors receive your withdrawal form. The withdrawal is effective the date you file the form, not the date you ended your business. You should file the withdrawal form before the Business Certificate's date of expiration. The fee for withdrawing from a business is \$10.00.

What is the penalty for failing to file a Business Certificate?

The requirement to file a Business Certificate is a State Law. Failure to do so is punishable by a fine of up to \$300.00 per month of violation.

Where can I find a Business Certificate for the Commonwealth of Massachusetts?

You can find a Business Certificate for the Commonwealth of Massachusetts at:

http://www.abingtonma.gov/pages/abingtonMA_webdocs/forms

(A copy of a Business Certificate for the Commonwealth of Massachusetts is located on the following page.)

.....
(CITY OR TOWN)

....., 20

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of is conducted at

.....
NUMBER STREET
.....
TYPE OF BUSINESS CITY OR TOWN TELEPHONE NUMBER

by the following named persons.

FULL NAME	RESIDENCE	F.I.D. NUMBER OR SOCIAL SECURITY #
.....
.....
.....
.....

Signed

..... (SIGNATURE) (SIGNATURE)
..... (SIGNATURE) (SIGNATURE)

The Commonwealth of Massachusetts

..... ss., 20

Personally appeared before me the above-named

and made oath that the foregoing statement is true.

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed. A statement under oath must be filed with the City/Town Clerk upon discontinuing, retiring or withdrawing from such business or partnership. (M.G.L. Chapter 110, a. 5 and Ch. 337 of the acts of 1985)

Expiration Date

(Seal) TITLE

Building Permit



Who needs to get a Building Permit?

Building Permits are issued to licensed contractors and business owners to allow construction work. Building Permits are required to construct, reconstruct, alter, repair, remove, or demolish a building or structure.

Where do I get a Building Permit?

Abington's Building Commissioner issues Building Permits. You can find the Building Permit application at:

http://www.abingtonma.gov/pages/abingtonMA_webdocs/forms

How do I get a Building Permit?

First, you need to submit a Building Permit application to Abington's Building/Inspectional Services Department. The fee is calculated at that time based on the value of construction.

After the submittal of the application and plans, a Building Permit must be issued to begin construction. Periodic inspections must be scheduled as elements of the project are completed. A final inspection and review is necessary after your Building Permit work is completed. The project will then receive a Certificate of Occupancy from Abington's Building Department, which is required to occupy the building.

Opening a Restaurant



What do you need to open a Restaurant?

You need a Business Certificate from the Abington Town Clerk's Office. Business Certificates have a fee of \$40.00. You also need a Food Establishment Application from the Health Department. Food Establishment Application fees vary between \$20.00 and \$250.00 based on what type of food establishment you are opening.

Is your Restaurant going to have seating?

If so, you will need a Common Victualer License from Abington's Board of Selectmen. Common Victualer Licenses have fees of \$50.00 for the license and \$100.00 for the inspection of premises.

Is your Restaurant going to serve alcohol?

If so, you will need an Alcoholic Beverage License that is approved by Abington's Board of Selectmen and the Massachusetts Alcoholic Beverages Control Commission. Almost all of these Alcoholic Beverage Licenses have application fees of \$200.00. The Town fees range from \$700.00 to \$1,200.00 per year.

Are you going to put up a new outside sign?

If so, you will need a Sign Permit from Abington's Building/Inspectional Services. Sign Permit fees vary on the type of sign being built.

Are you remodeling the inside of the restaurant space?

If so, you will also need a Building Permit from Abington's Building/Inspectional Services. Building Permit fees vary on the value of construction being done.

Where can I find all of these forms?

You can find all of these necessary forms for opening your Restaurant at:

http://www.abingtonma.gov/pages/abingtonMA_webdocs/forms

Alcoholic Beverage License



What is an Alcoholic Beverage License?

An Alcoholic Beverage License is required for establishments handling alcoholic beverages including retail pouring or package sales.

Who needs to get an Alcoholic Beverage License?

Any business that sells, stores, distributes, serves, or delivers alcohol must have an Alcoholic Beverage License.

Where do I get an Alcoholic Beverage License?

Alcoholic Beverage Licensees must be approved by Abington's Board of Selectmen and the Massachusetts Alcoholic Beverages Control Commission (ABCC). Abington's Board of Selectmen, acting as the local licensing board, ultimately issues the license.

How do I get an Alcoholic Beverage License?

The application process and forms vary depending on the type of Alcoholic Beverage License being sought. You should consult Abington's Board of Selectmen's Office to determine which forms and processes you need to complete and to see if any Alcoholic Beverage Licenses are available. The State issues a quota to each municipality for the number of licenses they are able to issue. The application forms can be found on the ABCC's website at:

<http://www.mass.gov/abcc/forms.htm>

Are there any fees associated with an Alcoholic Beverage License?

Yes, there are fees associated with the Alcoholic Beverage License. Fees are payable to the ABCC with the application. Once the license is approved, a license fee must be paid to the town. Most Alcoholic Beverage Licenses have a fee of \$200.00.

After obtaining an Alcoholic Beverage License, are there any other forms related to the ABCC that I need to file?

Most likely, yes, you will have to fill out more forms for the ABCC. There are many reasons you may have to do so, including changing general managers, changing license types, changing locations, changing hours, and changing from wine and malt to all alcohol. These are only a few of the more common reasons for filing additional forms with the ABCC. Most of these additional forms have a fee of \$200.00 with the ABCC. Fees to the Town of Abington vary depending on the type of license, ranging from \$700.00 to \$1,200.00. For a complete list of all of the possible forms you can file with the ABCC, visit the ABCC's website at:

<http://www.mass.gov/abcc/forms.htm>

Opening a Retail Store



What do you need to open a Retail Store?

You will need a Business Certificate from the Abington Town Clerk's Office to open a Retail Store. Business Certificates have a fee of \$40.00.

Are you going to put up a new sign outside?

If so, you will need a Sign Permit from Abington's Building/Inspectional Services. Sign Permit fees vary on the type of sign being built.

Are you going to build a new building or remodel an existing building?

If so, you will need a Building Permit from Abington's Building/Inspectional Services. Building Permit fees vary on the value of construction being done.

Where can I find all of these forms?

You can find all of these necessary forms for opening your Retail Store at:

http://www.abingtonma.gov/pages/abingtonMA_webdocs/forms

Health Department



Below is a list of forms and applications needed by Abington's Health Department, if your business involves such a type of work:

- Food Establishment Permit Application
- Temporary Food Establishment Permit Application
- Outside Dining/Sidewalk Café Application
- Disposal Works Installer Permit Application
- Septage Hauler Permit Application
- Trash Hauler Permit Application
- Body Art Establishment Application
- Asbestos Removal Permit Application
- Ice Cream Truck Application
- Private Well Application
- Body Art Practitioner Application
- Body Art/Body Piercing Apprentice Application
- License to Operate a Tanning Facility Application
- Tobacco and Nicotine Delivery Product Sales Permit Application
- Permit to Operate a Swimming Pool Application

You can find any of these forms at:

Abington's Health Department Office

or

http://www.abingtonma.gov/Pages/AbingtonMA_WebDocs/forms

Board of Selectmen



Below is a list of forms and applications needed by Abington's Board of Selectmen, if your business involves such a type of work:

- Alcoholic Beverage Commission Forms
- Automatic Amusement License
- Billiards Table License
- Bowling Alley License
- Class I, II, or III Automobile License
- Commercial Garage License
- Common Victualer License
- Entertainment License
- Entertainment License for a Special Event
- Fortune Tellers License
- Hawkers/Peddlers License
- Junk Collector/Dealer License
- Lunch Carts on a Public Way License
- Pawnbroker License
- Rooming House/Boarding License
- Sale of Articles (Charitable ONLY) License
- Taxi or Limousine License
- Used Articles License

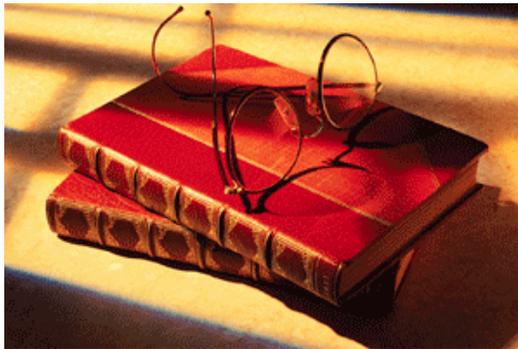
You can find any of these forms at:

Abington's Board of Selectmen Office

or

http://www.abingtonma.gov/Pages/AbingtonMA_WebDocs/forms

Town Clerk



Below is a list of forms and applications needed by Abington's Town Clerk, if your business involves such a type of work:

- Permit to Conduct Raffles and Bazaars Application
- Business Certificate Application
- Business Certificate Discontinuance, Change of Business Location, change of Residence, Withdrawal, or Deceased from Business or Partnership Form

You can find any of these forms at:

Abington Town Clerk's Office

or

http://www.abingtonma.gov/Pages/AbingtonMA_WebDocs/forms

Building/Inspectional Services



Below is a list of forms and applications needed by Abington's Building/Inspectional Services, if your business involves such a type of work:

- Building Permit Application
- Change of Use/Occupancy Permit Application
- Permit for Demolition Application
- Permit to Perform Electrical Work Application
- Foundation Permit Application
- Debris Disposal Form
- Gas Fitting Permit Application
- Sign Permit Application
- Plumbing Permit
- Temporary Structure/Office Trailer Permit Application
- Woodstove, Fireplace, or Coal Stove Permit Application
- Worker's Compensation Affidavit Application

You can find any of these forms at:

Abington's Building/Inspectional Services Office

or

http://www.abingtonma.gov/Pages/AbingtonMA_WebDocs/forms

**Please verify that the proposed business is allowed by zoning at the location selected.*

Planning Board



Below is the application needed by Abington's Planning Board, if your business involves such a type of work:

- Site Plan Review Application

You can find this form at:

Abington's Planning Board Office

or

http://www.abingtonma.gov/Pages/AbingtonMA_WebDocs/forms

Zoning Board of Appeals

Below is the application needed by Abington's Zoning Board of Appeals, if your business involves such a type of work:

- Zoning Relief Application

You can find this form at:

Abington's Zoning Board of Appeals Office

or

http://www.abingtonma.gov/Pages/AbingtonMA_WebDocs/forms

Fire Department



Below are the permits and inspections needed by Abington's Fire Department, if your business involves such a type of work:

- Acetylene Storage Permit Application
- Blasting Permit
- Dumpster Permit
- Fuel Oil/Kerosene Storage Permit
- L.P. Storage Permit
- Propane Storage Permit
- Underground Tank Installation Permit
- Underground Propane Storage Permit
- Boarding House Inspections
- Motel/Hotel/Inn Inspections
- Nursery/Pre-School Inspections
- Nursing Home Inspections

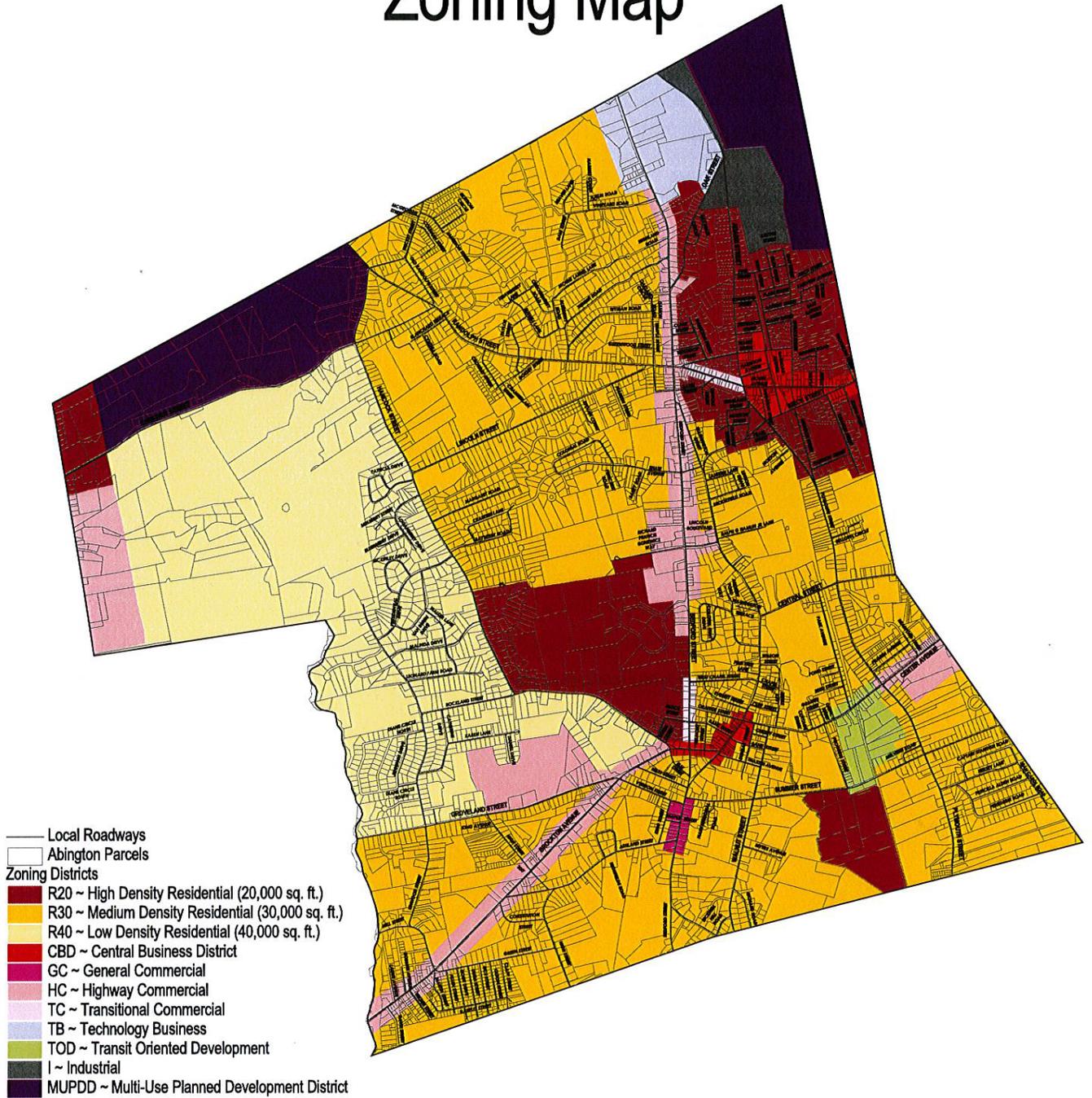
For more information you can contact:

Abington's Fire Department

or visit

http://www.abingtonma.gov/Pages/AbingtonMA_Fire/index

Town of Abington, Massachusetts Zoning Map



Prepared by:
Old Colony Planning Council, 70 School Street, Brockton, MA 02301

Dated February 3, 2003

GIS Data Sources:
MassGIS, MassDOT Road Inventory, and the Town of Abington

Amended April 6, 2005, April 25, 2007, April 4, 2011

Contact Information

Abington Town Offices

500 Gliniewicz Way

Abington, MA 02351

Office Hours: Monday-Thursday 8:30 AM to 4:30 PM Friday: 8:30 AM to 12:30 PM



Board of Selectmen/Town Manager

Richard LaFond, Town Manager

Dori Jamieson, Assistant Town Manager

Nancy Hurst, Administrative Assistant

781-982-2100

boardofselectmen@abingtonma.gov

Building/Inspectional Services

Marshall Adams, Building Commissioner

Terri Burgess, Administrative Assistant

781-982-2105

tburgess@abingtonma.gov

Health Department

Sharon White, Health Agent

Mary DeRusha, Chief Clerk

781-982-2119

swhite@abingtonma.gov

Town Clerk

Leanne Adams

Barbara Comoletti, Administrative Assistant

781-982-2112

bcomoletti@abingtonma.gov

Planning Board

Wayne Smith, Chairman

Liz Shea, Administrative Assistant

781-982-0069

lshea@abingtonma.gov

Exception to Abington Town Office's Hours: Monday, Thursday 9:30 AM to 2:30 PM

Tuesday 2:00 PM to 4:00 PM Friday 9:30 AM to 12:00 PM

Zoning Board of Appeals

James Haney, Chairman

Nancy Hurst, Administrative Assistant

781-982-2100

nhurst@abingtonma.gov

Abington Fire Department

Bedford Street Station

1040 Bedford Street

Abington, MA 02351

Hours: Monday-Friday 9 AM to 5 PM

Fire Department

John M. Nuttall, Fire Chief

781-982-2114

jnuttall@abingtonma.gov

(Non-emergency)

Abington Police Department

215 Central Street

Abington, MA 02351

Police Department

David G. Majenski, Police Chief

781-878-3232

majic@abingtonpolice.org

(Non-emergency)

Congratulations

You're ready to open you're business!

Now that you have all you need to open your new business, you can begin your pursuit of success. We have given you everything that is necessary to start a new business in Abington, Massachusetts; now all you need to do is take what we have shown you and put it into use. We wish you every success in your adventure and hope that this guide has made it easier to open a business in Abington.

