



## REGISTERING YOUR HOME BUSINESS/OFFICE

The Town of Sturbridge's Zoning Bylaws permit modestly sized businesses to be operated out of a business person's home so long as the business is limited in size and the number of employees and/or customers; while at the same time prohibiting businesses that create noise, odor, or traffic uncharacteristic of a residential area.

The procedure is as follows:

- 1) **Town Clerk Office:** Receive the Business Certificate Application from the Town Clerk's office, also see their webpage on the town website. Their office is located at the main Town Hall Building, 308 Main Street, First Floor.
- 2) **Three Signatures:** You will need to get 3 sign offs from the following: Building Department, Board of Health and Finance Department.
- 3) **Application:**
  - a. Fill out the Application, making sure you describe the business taking place along with hours of operation.
  - b. Bring the completed application to the Center Office Building at 301 Main Street, First Floor. Please stop by the Building Department and Board of Health Department for review and sign off. You may need to leave this document as often times, the Building Inspector and/or the Health Agent are off site at inspections.
  - c. Building Department: The Building Department will need to confirm that the location of your business is zoned properly and that your proposed use is permitted in that District.
  - d. Once Both the Building and Board of Health Departments sign off, either department will contact you to pick up the signed application.
  - e. Once you have the signed application in hand, please return to the main Town Hall, located at 308 Main Street, First Floor. You will need to have the Finance Department verify that all taxes have been paid.
- 4) **Town Clerk Office:** Once the Finance Department signs off, please return the fully signed application to the Town Clerk with your payment fee. The check should be made out to "The Town of Sturbridge".
- 5) **Certificate Expiration:** This Business Certificate is good for 4 years from the date of when the application is received by the Town Clerk's Office.

**Important Note:** The following businesses that are excluded from being home-based are: Clinics, Hospitals, Barber Shops, Beauty Salons, Tea Room, Tourist Home, Animal Hospital or similar use.