

REQUIREMENTS FOR NEW BUSINESSES

All NEW businesses and home-based businesses in the Town of Middleton are required to apply for a Certificate of Occupancy permit and/or license when registering for a Business Certificate.

An inspection is required from the Building and Fire Departments before occupancy can be issued. Applications are submitted through the website, www.middletonma.gov . Click on “licenses and permits” and then click on the link for “online permitting portal”. An applicant must contact the Building Department to schedule inspections once application is received and processed.

If the business is an establishment that sells or provides food items, an application for a food license from the Health Department is also required, which includes providing a CPR Certification, Vomit cleanup procedures and employee health policy forms, Allergen Certificate and Serv Safe Certificate and Certificate of Insurance. All applications are submitted online through the website.

Businesses such as those establishments that prepare and serve food and provide seating for food consumption must also apply for a Common Victualler license through the Town Administrator’s office. Other businesses that require a Common Victualler license include hotels and those businesses that sell any type of food item for immediate consumption. More information and the application can be found on the “licenses and permits” page on the town website.