



Town of Middleton

Office of the Inspector of Buildings

195 North Main Street
Middleton, Massachusetts 01949
978-777-2850
FAX 978-774-0718
www.middletonma.gov

REQUIREMENTS FOR COMMERCIAL and HOME-BASED BUSINESSES

All commercial 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, if an occupancy permit has not previously been obtained.

Occupancy applications are submitted through the website, www.middletonma.gov .

Click on "licenses and permits" and then click on the link for "online permitting portal".

Once registered as a user of the system, the applicant should apply for a "certificate of occupancy without building permit" and indicate whether the permit is for a commercial or a residential "home-based business".

The fee for commercial occupancy is \$100, and \$50 for residential home-based businesses.

For commercial businesses, inspections are required from the Building and Fire Departments before occupancy can be issued. An applicant must contact the Building Department to schedule inspections once the application is received and processed.

For home-based businesses, applicants should apply for "office space" or "phone and desk space" only, and must sign the home-based business occupancy bylaw acknowledgement form.

Once the occupancy permit is obtained the business certificate can be signed and brought to the Town Clerk for processing.

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.