



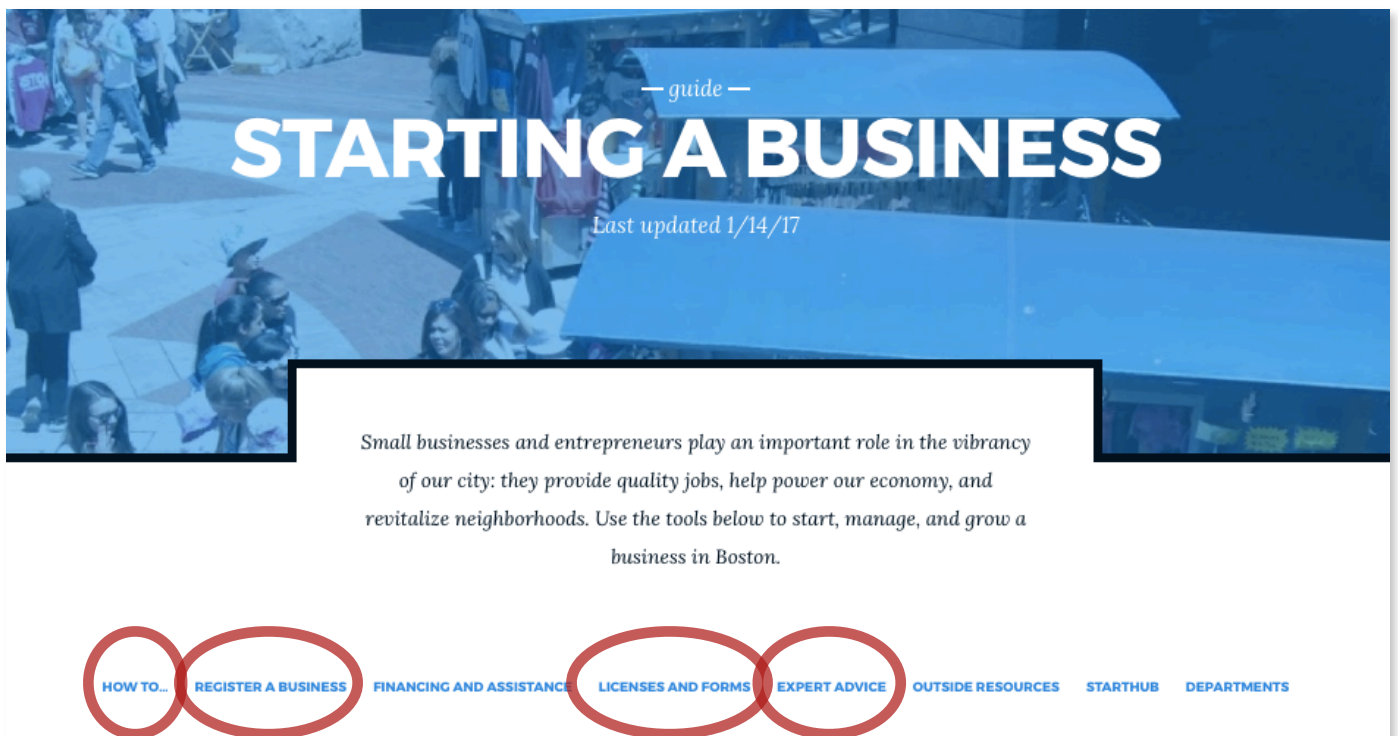
CITY of **BOSTON**

Starting a Business

<https://www.boston.gov/starting-business>

The Starting a Business guide is a City of Boston site that provides information and resources for those who are looking to start a business in Boston.

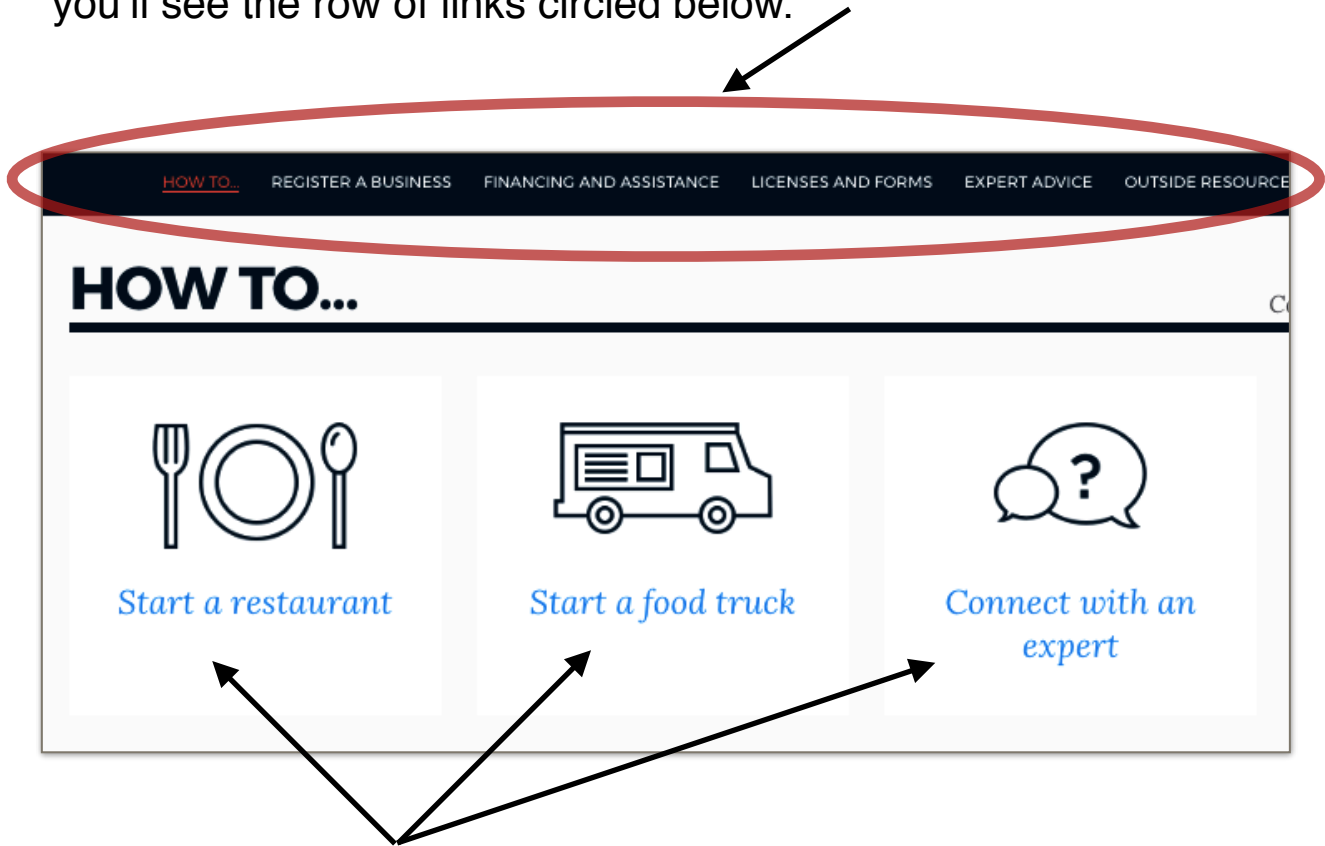
First, type <https://www.boston.gov/starting-business> in your address bar and your browser will bring you to this page:



These are links that will take you to another section of the page relevant to the topic you choose. We will explore a few of these topics during this tutorial. Let's begin by clicking on "How to..."

HOW TO...

Once you click on the “How to” link, you’ll see the “How to...” section. Remember the links that we saw earlier in blue on page 1 of this tutorial? Those links will move with you as you scroll through the page, simply look toward the top of the page and you’ll see the row of links circled below.



If you are interested in starting a restaurant or food truck, the links above are a good place to get started. You’ll be directed to pages with more detailed information and resources related to each topic.

If at any point, you would like to speak confidentially with an expert about your small business, you can click on the “Connect with an expert” link.

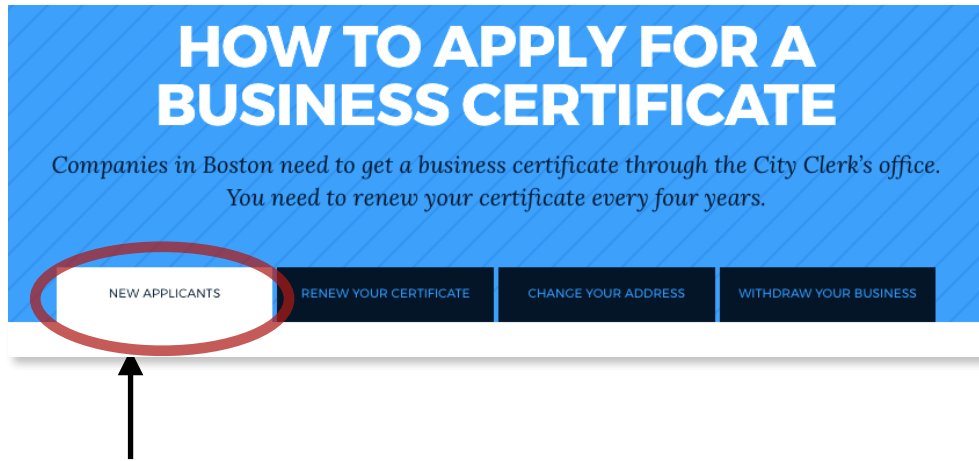
REGISTER A BUSINESS



Let's say you have all you need to officially start a business, you can find information about applying for a business certificate on the City of Boston's website. From the <https://www.boston.gov/starting-business> page, click on "Register a business."

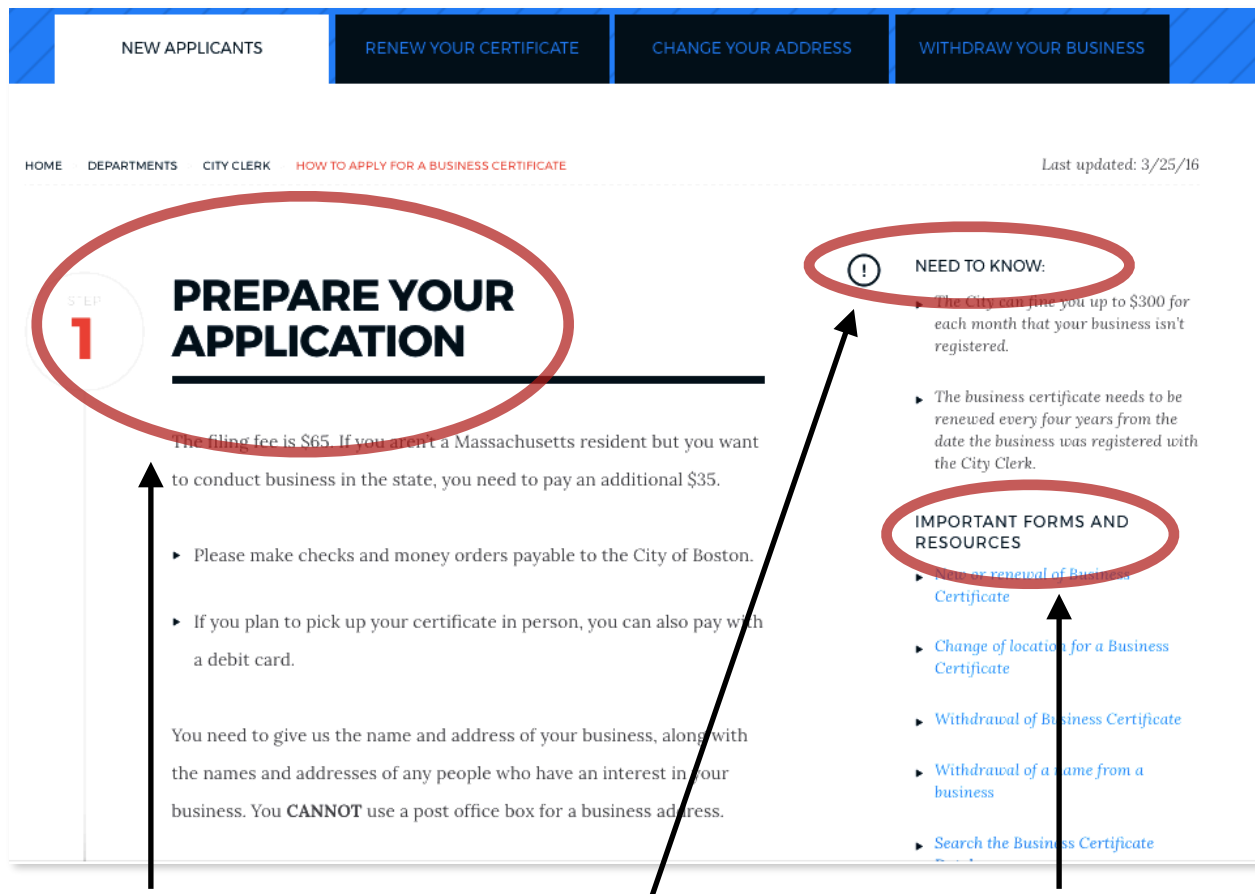
A screenshot of the 'REGISTER A BUSINESS' page on the City of Boston website. The page has a dark blue header with the title 'REGISTER A BUSINESS' and a 'Contact: City Clerk' link. Below the header is a paragraph of text explaining the need for a business certificate. A wavy line separates the text from the 'FEES' and 'STEP 2' sections. The 'FEES' section describes the filing fee. The 'STEP 2: GET THE APPLICATION NOTARIZED' section lists two options. A blue button labeled 'APPLY FOR A BUSINESS CERTIFICATE' is circled in red, and a black arrow points from the text below towards it. The 'STEP 3: SUBMIT THE APPLICATION IN PERSON OR BY MAIL' section is partially visible at the bottom.

To find out how to apply for a business certificate, click on the blue button.



On this page, you can find information about applying as a new business, renewing your certificate, changing your address, or withdrawing your business. Each section will display step-by-step instructions for getting what you need.

Let's take a look at the "New Applicants" section. Begin by clicking on the "New Applicant" tab.



This page will provide step-by-step instructions for completing your business certificate application.

Read the "Need to Know" section for important information.

You'll find links for important forms and resources in this section.

LICENSES AND FORMS

Let's go back to <https://www.boston.gov/starting-business> in your address bar and click on "Licenses and Forms."

LICENSES AND FORMS

Contact: [Licensing Board](#)

WHO ISSUES LICENSES?

The Licensing Board issues and regulates licenses related to alcohol, food, and lodging in Boston.

The Consumer Affairs and Licensing Division licenses entertainment for restaurants and nightclubs.

WHERE DO APPLICATIONS GO?

You'll submit applications and any fees to the Licensing Board, the Office of Consumer Affairs and Licensing, or, if needed, the State's Alcoholic Beverages Control Commission.

Depending on the application, you might need to meet with neighborhood associations and have a hearing in front of the Licensing Board.

COMMON FORMS AND APPLICATIONS:

- Liquor License:** For any food service establishment wanting to serve alcohol.
- 1-Day Liquor License:** For any business or nonprofit wanting to serve alcohol at a one-day event.
- Annual Live Entertainment License:** For any consumer business wanting to have live music or other entertainment.
- Common Victualler License:** For any food service establishment wanting to cook, prepare and/or serve food.

[SEE ALL LICENSES](#)

Not sure what you're looking for? Click on this button to see a list of all licenses and forms.

Check out these common forms and applications.

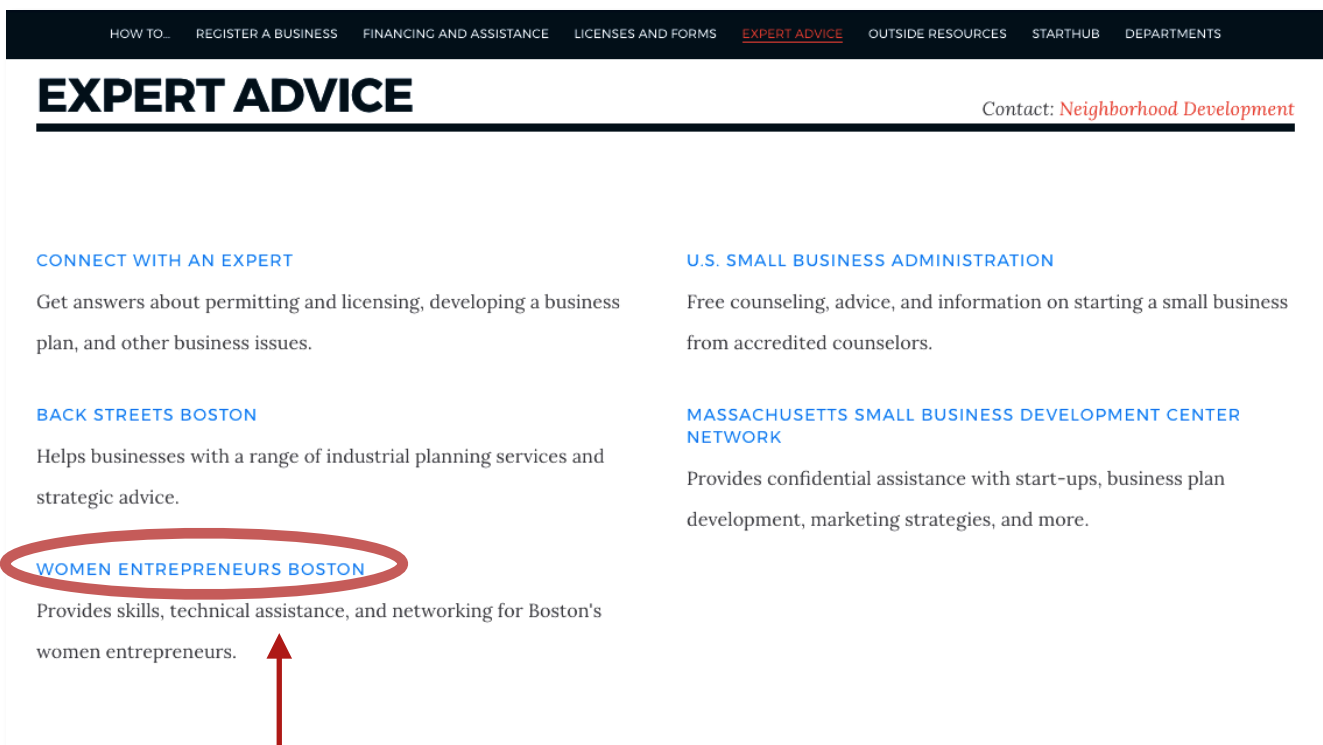
To find out how to get in touch with the city's licensing board or to get more information about licenses and forms, click on this link.

EXPERT ADVICE

Did you know that there are many Small Business experts who are happy to help?



If you're looking to speak to someone about your business, this is a great place to start. Click on the "Expert Advice" link.



Click on any of these blue links and you'll be directed to the resource that is listed.

Congrats! You now have the information you need to get started!