

Your Guide to DOING BUSINESS IN AMESBURY



ARE YOU LOOKING TO START A BUSINESS IN AMESBURY? RELOCATE FROM ANOTHER COMMUNITY? EXPAND YOUR EXISTING BUSINESS? THIS GUIDE IS DESIGNED JUST FOR YOU!

To help you get started, here are a few things every business owner should consider. We created categories to help you determine the best path for you:

- ✔ Establish a New Business or Moving to Amesbury
- ✔ Expanding Your Business to a New Location
- ✔ Expanding Your Business in the Existing Location

ZONING – Consult Amesbury Zoning Ordinance to ensure you meet the zoning requirements.	✔	✔	✔
LEGAL AND TAX RESPONSIBILITIES – Consult with the appropriate government entities regarding these responsibilities, which include: Legal Structure, Federal Tax or Employee Identification Number (EIN) and State Taxes.	✔		
BUSINESS CERTIFICATE – You will need a Business Certificate, or Doing Business As (DBA), from the City Clerk which is valid for 4 years.	✔		
SIGNAGE – If your business needs a sign, you will need to complete a Sign Permit Application.	✔	✔	
FIRE AND POLICE DEPARTMENT CONSULTATIONS – Contact Fire/Police for guidance on your design and layout.	✔	✔	✔
BUILDING AND OCCUPANCY PERMITS – Consult the Inspectional Services Department to create a timeline for construction and occupancy permits.	✔	✔	✔
LIQUOR LICENSE – Contact the Mayor’s Office to discuss the Liquor Licensing process. (IF APPLICABLE)	✔		
HEALTH PERMIT – If you manufacture, sell, or distribute products that can be consumed by or touch humans you will need a health permit and an annual inspection.	✔	✔	✔
OUTDOOR DINING/SPACE PERMIT – If you would like to use the sidewalk or parking spaces to support your business, please let us know!	✔	✔	✔

The Amesbury Office of Community and Economic Development is here to help you: 978-388-8110.