

TOWN OF WARREN
OBTAINING A CERTIFICATE OF SOLE PROPRIETORSHIP OR CERTIFICATE OF
CORPORATE OWNERSHIP
(I.E. FILING A DBA)

OVERVIEW

In accordance with State law, all businesses in WARREN operating as a sole proprietor or partnership using a name other than the owner's personal name must register their business with the Town Clerk's Office. This form is commonly known as a DBA ("doing business as"). There is a one-time fee of \$10 to file this form. Many banks will require you to provide a copy of this form before allowing you to open a bank account for your business. Corporations are not required to file with our office, as they have already filed their business name with the State. However, some banks may have policies which require you to file this form with the Town Clerk's Office even if you have filed as a corporation with the State of Maine.

PROCESS

Before you may file a DBA, the Town of Warren conducts a review to ensure that the zoning ordinance allows for a business to be operated from the property in question. Once this review is completed and approved by the Code Enforcement office and Planning Board, a DBA may be filed with the Town Clerk's Office.

Step 1: Planning & Code Enforcement Review

- Property address check –
is the proposed business allowed to operate at the property in question? Call Code Enforcement 207-273-24521 to confirm.
- Submit the following documents to the Code Enforcement Officer:
 - Home Occupation Registration (if a home-based business)
 - Letter of Intent (a basic business plan), addressing the following questions:
 - Will you have any employees?
 - Will you conduct business transactions at the address?
 - Will you be storing any business-related equipment or vehicles at the address?
- The Code Enforcement Officer will review the submission and may contact you for further clarification.
- Once approved by the Code Enforcement Office (or Planning Board as necessary) you will be directed to the Town Clerk's Office to file the DBA paperwork.

Step 2: Filing the DBA with the City Clerk's Office

- Complete either the Certificate of Sole Proprietorship (if you are the sole owner of the business) or the Certificate of Corporate Ownership (if you and others will jointly own the business).
- Provide your photo ID (such as a Maine Driver's License) and sign the form in the presence of one of the Town Clerk's Office staff members.
- The filing fee is \$10, payable by cash, check or money order (payable to "Town of Warren").
- You will be provided with a photocopy of the DBA, which you can then take to your bank to open a business bank account.
- The original remains on file with the Town Clerk's Office. The DBA will remain on file with the Town Clerk's Office until you notify us **in writing** that the business has been dissolved, renamed, or moved to another location outside of Warren.

Note: further licensing may be required, depending on the business type. Check with www.maine.gov .

State of Maine
CITY OF WARREN
CERTIFICATE OF SOLE PROPRIETOR ADOPTING A NAME OTHER THAN THEIR OWN
(Title 31 M.R.S.A. Section 2)

The undersigned hereby certifies that he/she intends to engage in the following business,

_____, (type of business) as sole proprietor thereof, and to adopt the name style and designation of _____ (name of business) in the conduct of said business at the location of _____ (where business is conducted).

Business telephone # _____

PROPRIETOR'S NAME, MAILING ADDRESS & PHONE

Proprietor's Signature

State of Maine

KNOX, ss _____, 20____

Then personally appeared _____ and made oath to the foregoing certificate, that the same is true.

Before me,

Municipal Clerk / Attorney

Printed Name

Notary Public (Commission expires _____)

Clerk's Office Municipality of

Received _____, 20____ at _____ H. ____ M. ____ M. and recorded in Book

_____ Page _____

Attest:

Town Clerk

* This form must be completed by sole proprietors or partnerships, and by the city or town clerk in the municipality in which the sole proprietorship is located: see Title 31 Chapter 1, §2