



# TOWN OF RICHMOND

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It is required that businesses register with the Town of Richmond when:

## Title 31: Chapter 1: Mercantile Partnerships and Assumed Business Names

### §1., **Filing of certificate**; certificate of withdrawal

Whenever 2 or more persons become associated as partners or otherwise for the purpose of engaging in any mercantile enterprise, they shall, before commencing business, register with the Town of Richmond a certificate signed and sworn to by them, setting forth their names and places of residence, the nature of the business in which they intend to engage and giving the name under which they are to transact business.

Whenever any member of such partnership or association withdraws therefrom, he/she may certify under oath to the fact of such withdrawal, which certificate shall be registered with the Town of Richmond where the partnership certificate is recorded. He/she shall conclusively be presumed to be a member of the firm or association to the time of his/her registering such certificate.

### §2. **Business under assumed name**; filing of certificate

Whenever any person intends to engage in such business as sole proprietor thereof, to adopt any business name, style or designation other than his own name exclusively, he/she shall, before commencing business, register with the Town of Richmond, a certificate signed and sworn to by him/her, setting forth his/her name and place of residence, the name, style or designation under which the business is to be conducted, and stating that he/she is the sole proprietor.

This only applies to Partnerships or Sole Proprietorships (DBA or "doing business as" is a sole Proprietorship).

This does not apply to any Corporations such as LLC or S corps. Corporations register with the Secretary of State, You may view this information at: <http://www.rmaine.gov/sos/cec/corp/index.html> or contact the Bureau of Corporations at 207-624-7736.

A \$10 fee is assessed upon filing.

Please note:

The attached forms are for the sole purpose of registering your business name with the Town of Richmond. It is up to the business owner to obtain the necessary approvals and or permits for operating a business within the Town of Richmond. If operating from your home will there be: sale of goods, cliental at home, hours of operation, # of employees, renovations to dwelling? Please contact James Valley (CEO) 737-4305 x205 to ensure you are compliant.