

# Brockton

## Business Guide

**2015 -2016**

City of Brockton  
Brockton 21<sup>ST</sup> Century Corporation

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## Introduction / Purpose of the Business Guide

The City of Brockton and the Brockton 21<sup>ST</sup> Century Corporation are pleased to offer this Guide as a basis for understanding what is required of a business opening or relocating in Brockton. This is a basic overview; there may be other permits, licenses and approvals that have not been included in this Guide. The target audience for this Guide is Brockton's small business community, which is largely located on Main Street or one of the neighborhood business districts. Because small businesses with just a few employees, do not typically have the resources to retain legal counsel this Guide can serve as a "road map" to navigate the sometimes confusing process of permitting and licensing.

The basic rule of thumb is that all construction, renovation or development projects require an interaction with the City of Brockton and most will require permit(s). Licenses and permits are required in Brockton because the City must complete technical and regulatory reviews to ensure the health and safety of its citizens.

Generally the greater the scale of the proposed project the more involvement the City will have and in most cases requires the greater number of permits. The most effective way to avoid surprises and problems is for the applicant, whether business owner, developer, builder and/or property owner (including homeowners) or tenant, to be familiar with the process and the requirements of the City of Brockton.

A variety of permits, licenses and or registrations may be required. This Guide is intended to answer the questions a prospective new or expanding business may have. For further clarification about the requirements please contact the appropriate Department. As you move forward, always remember that the City staff is available and more than happy to assist you. Our goal is to provide a user-friendly guide that enables small business applicants to better understand the existing process in Brockton and to do it right from the start and saving time and money.

This Business Guide is also available on-line at either of the below:

[www.brockton.ma.us](http://www.brockton.ma.us)

[www.brockton21.com](http://www.brockton21.com)

A business certificate is the public record of the name and address of the owner(s) of a business, and is commonly referred to by the name “DBA” (“doing business as”) or “Sole Proprietorship”. The purpose of the business certificate is primarily for consumer protection and public information. Lenders will typically request a copy of your business certificate.

**Who must file a Business Certificate?**

Massachusetts General Laws Chapter 110, §5 states that any person conducting business in the Commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, shall file (a certificate) in the office of the clerk of every city or town where an office of any such person or partnership may be situated.

Under Chapter 110, §6 a business certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title which includes the true surname of any partner. Certain other associations and partnerships may also be exempt.

Businesses that file with the Secretary of State’s Office do not need to file in the town.

**How do I file or renew a Business Certificate?**

Business certificates can be obtained at the City Clerk’s office. This can be obtained provided that the owner filing for the business certificate is proven to be a resident at that address and meets the requirements for a home business. After obtaining the Home Occupancy Approval letter from the Building Department, you can then obtain a business certificate at the Office of the City Clerk after presenting your letter. The fee for a business certificate is \$145.00 and is valid for four years. Renewal fee is also \$145.00.

**What should I do if I discontinue or withdraw from the business or move to another location?**

If you are no longer in business or you move out of the City, you should file a withdrawal from business form obtained at the office of the City Clerk. The fee for withdrawing from a business is \$50.00. This should be done as soon as possible as personal property taxes on your business cannot be adjusted until the Assessor’s receive your withdrawal form. It is effective from the date that you file this form not the date you ended your business. You should file before the date of expiration.

**What is the penalty for failing to file a business certificate?**

The requirement to file a business certificate is a State Law (MGL Chapter 110, §5). Failure to do so is punishable by a fine of up to \$300.00 per month of violation.

**Does the filing of a Business Certificate protect me from others using the same name?**

No. The protection of a trademark (word, name, symbol or device) in Massachusetts is accomplished through the Secretary of State’s Office. Other information about starting a business in Massachusetts can be found on the State’s website: [www.mass.gov](http://www.mass.gov).

**What is Building Permit?**

Building permits are issued to licensed contractors and property owners to allow construction work.

**Who needs to get a building permit?**

Building permits are required to construct, reconstruct, alter, repair, remove or demolish a building or structure. The following work does not require a building permit:

- One story detached accessory buildings used as tool or storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet.
- Fences six feet in height or less.
- Retaining walls which retain less than four feet of unbalanced fill.
- Ordinary repairs (any maintenance which does not affect the structure, egress, fire protection systems, fire ratings, energy conservation provisions, plumbing, sanitary, gas, electrical or other utilities).
- Greenhouses covered exclusively with plastic film intended for agricultural uses.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Swings and other playground equipment.

**Where do I get a Building Permit?**

The Building Commissioner issues building permits. Other required approvals for the work, such as special permit approval and Fire Department approval, must be obtained before a building permit will be issued. Plumbing permits must be applied for by a licensed plumber; electrical permits must be applied for by a licensed electrician.

**How do I get a Building Permit?**

**1. Application:** You will need to submit a Building Permit application to the Building Department. The fee is calculated at that time based on the value of construction.

**2. Steps:** After submittal of the Application and Plans, a Building Permit must be issued to begin construction. Permits are usually issued within 5-7 business days. Elements of construction such as foundation, plumbing and electrical will be permitted separately under certain conditions. Periodic inspections must be scheduled as elements of the project are completed. A final inspection and review is necessary for a Certificate of Occupancy.

**3. Certificate of Occupancy:** After your building permit work is completed (Building Permit Card must be signed), the project will receive a Certificate of Occupancy from the Building Department, which is required in order to occupy the building.

*Note: Permits become invalid if work does not start within 180 days of the permit being issued or if work is suspended for 180 days after starting. The Building Commissioner may grant extensions.*

**What is Site Plan Review?**

Site Plan Review is a comprehensive review of proposed projects that may have significant impacts on traffic, parking, municipal and public services and utilities, environmental quality, community economics, and community values.

**Who needs to go through Site Plan Review?**

Site Plan Review is required for:

- All new commercial, industrial, or non-residential development or conversion of a commercial or industrial building to or from a commercial or industrial use.
- Additions to commercial, industrial or non-residential buildings of 500 square feet of gross building area.
- All multi-family development over six (6) units.
- Any development on an unconstructed or unimproved way or needing utility extensions.

**Who conducts Site Plan Review?**

The Planning Board conducts all Site Plan Reviews and is the permit granting authority.

**How do I get a Site Plan approval?**

The site plan review process typically includes the following steps:

- 1. Application:** You will need to submit your application, site plans, the fee and required documentation (see Application Procedures document).
- 2. Tech Review:** The City will conduct a technical review meeting for each project requiring Site Plan Review where City Departments will provide comment or pose questions.
- 3. Public Hearing:** Upon completion of the Tech Review, the amended plans and required documentation are presented to the Planning Board before a Public Hearing is scheduled. At the Hearing you will have an opportunity to describe your project; the Board will also take testimony from the public and abutters. The Planning Board will approve or deny your site plan within 90 days of closing the meeting.

*Note: Planning Board approval of a Site Plan expires if substantial work on the project is not started within two years of approval.*

Note: The City of is comprised of many different zones i.e. residential, commercial, industrial etc. In each zone there are Special Permitted Uses that require zoning board approval such as bar rooms and restaurants.

Contact the Building Department @ (508)-580-7150 or visit the office weekdays between 8:30am – 4:30pm for information about Special Permitted Uses in any zone.

**What is a Variance?**

A variance is a waiver of certain zoning requirements, typically dimensional standards. According to MGL Chapter 40A Subsection 10 “Except where local ordinances or by-laws shall expressly permit variances for use, no variance may authorize a use or activity not otherwise permitted in the district in which the land or structure is located.”

**Who needs to get a Variance?**

Typically, variances are sought when a property owner or developer wants to construct, expand or change a building, but their property or building does not meet all the dimensional requirements in the Zoning Bylaw. Variances are specifically required if you want to reconstruct, extend or structurally change a nonconforming building – one that does not conform to the Zoning Bylaw – if the change either increases an existing nonconformity or creates a new one.

Massachusetts General Law Chapter 40A Sec. 10 requires that one of the following three circumstances be unique to the property before granting a variance;

- Soil conditions: Example - The applicant states “the unique characteristics of the grade of the soil make the property economically undevelopable as a residential site.”
- Shape: Example – Example- The applicant states “the subject property is bifurcated by a Residential and Commercial zone that travels down Coolidge Ave., an un-built private way.”
- Topography: The applicant states “there is a significant grade slope to the rear of the property that impacts its development.”

**Who approves Variances?**

The Zoning Board of Appeals reviews and approves petitions for variances.

**How do I get a Variance?**

There are several steps to getting a variance from the Zoning Board of Appeals (ZBA). Typically, the process includes the following steps.

1. **Consultation:** You are encouraged to consult with the Building Department, which can help you complete your application.
2. **Application:** You will need to submit 7 copies of your application packet to the City Clerk, along with the fee. The packet includes a petition statement, certified plot plan, pictures of existing conditions, renderings of your proposed conditions and a letter of authority from the landlord or property owner. You must also submit one copy of an application for the abutters list and a Brockton Enterprise advertising form. If your application packet is not complete or contains errors, it will be returned to you. Go to the Building Department for information about applications to the Zoning Board of Appeals.

3. **Public Hearing:** The ZBA will hold a public hearing within 65 days of your application being submitted. You should attend this hearing and expect to explain your application. Within 100 days of filing, the ZBA will either approve or deny your request. The decision must be approved by the ZBA attorney, and then a copy will be sent to you.
4. **Appeal:** You and others have 20 days to appeal the ZBA's decision after filing. If the 20-day time passes without an appeal, you will receive a copy of the minutes from the Building Department. If no appeal has been made the Building Department will mail to the petitioner a Notice of variance that needs to be recorded at the Plymouth County Registry of Deeds. A copy of the recorded decision and the receipt from the Registry recording must be provided to the Building Department prior to permits being issued. .

*Note: Variances lapse if they are not exercised within one year. Extensions can be granted.*

Note: The City of is comprised of many different zones i.e. residential, commercial, industrial etc. In each zone there are Special Permitted Uses that require zoning board approval such as bar rooms and restaurants.

Contact the Building Department @ (508)-580-7150 or visit the office weekdays between 8:30am – 4:30pm for information about Special Permitted Uses in any zone.



Any business planning to put up new wall, blade, monument, pole, stanchion, banner or other sign and/or awning needs a **Sign Permit** from the Building Department. In addition the applicant may require approval from the Tech Review, and in the case of a business located in a **Brockton Main Streets District** (Campello, Downtown, or Montello) will be subjected to the review and approval of the Main Streets Design Committee of the subject district.

Any business remodeling the inside of the retail space requires a **Building Permit** from the Building Department.

## FAQ

### Assessors Property Data Base

The Assessor's Data Base is a collection of all the Property Record Cards in the City of Brockton. The records include the property's address, assessor's map/route/plot number, owner of record, State property use classification, site area, building information, sales information, and assessment.

The information in the data base is based on the Assessor's field observations and historical data from various sources.

It should be noted that the information in the data base regarding zoning, number of units and legal use are for property valuation purposes only. When a property is inspected the Assessor does not determine the legal use of the property being assessed and values what exist on the site. The Property Record Card cannot be used to determine the zoning district, status or legal use.

*Note:* Questions about a property's zoning, legal use, or conforming status, should be directed to the Building Department and a determination letter should be requested.

**What is an Establishment License?**

An Establishment License provides an opportunity to determine compliance with health codes and allows one to operate a business such as one to prepare, distribute and sell food, and beverage.

**Who needs to get an Establishment License?**

Any business handling, preparing, or distributing food or beverage such as a restaurant, bakery, coffee shop, market, deli, day camp, and warehouse.

Other licenses associated with establishment licenses may be required, such as a milk permit, a dumpster permit, a license to sell tobacco products and e-cigarette products, canteen trucks, ice cream trucks, fish trucks and hot dog carts.

**Where do I get an Establishment License?**

The Board of Health issues the licenses for establishments.

**How do I get an Establishment License?**

An Establishment License may be obtained through the following steps:

1. **Application:** The application form is called a License to Operate an Establishment. It may be obtained from the Health Department.
2. **Review:** The Health Director and Board of Health will schedule the review of the application, which may include a public meeting.
3. **Decision:** A decision on the application will be made within 30 days.
4. **Inspection:** The Health Inspectors must inspect an establishment prior to opening and will periodically inspect the establishment to check for compliance to all State Codes.

## FAQ

## Liquor License

A liquor license, or alcoholic beverage license, is required for establishments handling alcoholic beverages including retail pouring or package sales. Zoning Board of Appeals approval is required.

### **Who needs a liquor license?**

Any business that sells, stores, distributes, serves or delivers alcohol must have a liquor license.

### **Where do I get a liquor license?**

Liquor licenses must be approved by the License Commission as well as the Massachusetts Alcoholic Beverages Control Commission (ABCC).

### **How do I get a liquor license?**

The application process and forms vary depending on the type of liquor license sought. Potential applicants should contact the License Commission to determine which forms and process must be completed. The application forms can be found on the ABCC's website at:

[www.mass.gov/abcc/forms](http://www.mass.gov/abcc/forms)

### **Are their fees for a liquor license?**

Fees are payable to the ABCC with the application. Once the license is approved, a license fee must be paid to the City of Brockton.

To provide an example of what you may need to do, the process for getting a new retail liquor license is outlined below.

**1. Application:** Applicants must complete the appropriate online application on ABCC's website and then print and sign it. Submit the application to the License Commission.

**2. Local and State Review:** The License Commission will review the application and determine whether to approve it at the local level. If the License Commission does approve the application, the application will forward the application to the ABCC for its approval. Once approved by the ABCC, the Commission will issue you the alcoholic beverages license.

For additional rules and regulations for businesses serving liquor that are in the City of Brockton please go to: [www.cityofbrockton.ma.us](http://www.cityofbrockton.ma.us)

*Note: There are a limited number of licenses that can be issued in the City – check for availability. If you stop operating a licensed business, you must give up your license and deliver it to the License Commission. If you plan to temporarily suspend your business operations, you must provide notice to the License Commission at least 10 days in advance.*

Restaurants require a **Special Permit** from the Zoning Board of Appeals, **Common Victualler License** from the License Commission, and a **Food Handling Permit** from the Board of Health.

#### Additional Permits & Licenses

All restaurants, except those located in a C-6 zone, require a **Special Permit**.

Restaurants require a **Common Victualler License** from the License Commission. A Common Victualler License is issued under Massachusetts General Laws Chapter 140 Section 2. A **Workers Compensation Insurance Affidavit** needs to be filed upon the issuance of the Common Victualler License.

Restaurants serving alcohol require a **Liquor License** approved by the License Commission, Zoning Board of Appeals, and Massachusetts Alcoholic Beverages Control Commission (ABCC).

Any restaurant planning to put up new wall, blade, monument, pole, stanchion, banner or other sign and/or awning needs a **Sign Permit** from the Building Department. In addition a business located in a **Brockton Main Streets District** (Campello, Downtown, or Montello) will be subjected to the review and approval of the Main Streets Design Committee of the subject district.

Any restaurant remodeling the inside of the retail space requires a **Building Permit** from the Building Department.

New Restaurant Check List	
	Special Permit
	Site Plan Review
	Sign Permit
	Building Permit
	Business Certificate
	Common Victualler Application - ANNUAL FEE
	Establishment License – ANNUAL FEE
	Entertainment License Application – ANNUAL FEE
	Automatic Amusement Device Application – ANNUAL FEE PER DEVICE
	Workers Compensation Insurance Affidavit
	Contact Building Department for inspections, permits and licenses
	Contact Board of Health for inspections, permits and licenses
	Contact DPW if the placement of tables and chairs on the City sidewalk is desired.



### Zoning Review

#### **Filed with the Office of Building Commissioner / Fee required**

City Hall

Office Hours M-F 8:30AM to 4:30PM

Phone – 508 580 7150

[Building@cobma.us](mailto:Building@cobma.us)

Applicant submits request for a zoning determination statement from the Building Inspector/Commissioner/Zoning Enforcement Officer. Once a statement of compliance is received the applicant may move forward.

### Business Certificate

#### **Filed with the City Clerk / Fee required**

City Hall

Office Hours M-F 8:30AM to 4:30PM

Phone – 508 580 7114

[Clerk@cobma.us](mailto:Clerk@cobma.us)

Any person, partnership or corporation conducting business in Brockton under a name other than their own or corporate name must register with the City Clerk by filing a DBA (doing business as) certificate. A DBA filing allows consumers to identify and locate the proprietor of a business that goes by a name other than that of the proprietor. Once filed, a certificate is valid for four years.

If a business that has filed a DBA is closed, the owner(s) must file discontinuance. If it is a complete change of ownership, a new business certificate must be filed along with the discontinuance of the first business. If it is a partial change of ownership, one of the parties remains the same; the former owner must file a withdrawal form. In addition, the new owner must file with the City Clerk's office. This assures that all the files are up to date. The forms for a DBA are available on line at [www.brocktonma.gov](http://www.brocktonma.gov).

### Building Permit

#### **Filed with Office of Building Commissioner / Fee required**

City Hall

Office Hours M-F 8:30AM to 4:30PM

Phone – 508 580 7150

[Building@cobma.us](mailto:Building@cobma.us)

A City of Brockton "Building Permit" is required prior to any construction and is obtained from the Office of Building Commissioner. Permits will not be issued if the plans and application fail to comply with the State Building Code. As the Zoning Enforcement Officer, the Building Commissioner will also verify that the application meets the requirements of the Brockton Zoning Bylaw as well as other applicable City of Brockton By-laws.



### Fire Documents

#### **Filed with the Fire / Rescue Department / Fee required**

Fire Prevention Office  
52 Pleasant Street, Floor 2  
Brockton, MA 02301  
Office Hours: M-F 8:30 AM to 4:30PM  
Phone – 508 588 0585  
[fire@cobma.us](mailto:fire@cobma.us)

All commercial property renovations require a review and permits that are issued by the Brockton Fire Department, including site plans and plans for fire alarm systems, sprinkler systems and a SupraSafe box.

### Police Documents

#### **Filed with the Police Department / No fee required**

7 Commercial Street  
Brockton, MA 02301  
Phone – 508 941 0200  
[brocktonpolice@brocktonpolice.com](mailto:brocktonpolice@brocktonpolice.com)

The Brockton Police Department requires all businesses to register their alarm notification and emergency notification contact person(s) list.

Businesses alarm and emergency notification information should be updated annually with the Police Department.

### Sign Permit

#### **Filed with Office of Building Commissioner / Fee required**

City Hall  
Office Hours M-F 8:30AM to 4:30PM  
Phone – 508 580 7150  
[Building@cobma.us](mailto:Building@cobma.us)

The City of Brockton Zoning Bylaw regulates the size, location, design and number of signs that are to be allowed as part of a project. The Building Commissioner serves as the City's Sign Officer and enforces the bylaw. Permits can only be issued after a proper application is filed and is found to have met the requirements of the Brockton Zoning Bylaw and State Building Code as well as the Brockton Planning Board and/or Zoning Board of Appeals (ZBA) approvals. City of Brockton Sign Ordinances can be viewed on the City website under Zoning Ordinances/Signs.



### Health Permits

#### **Filed with the Board of Health / Fee required**

60 Crescent Street

Office Hours M-F 8:30AM to 4:30PM

Phone – 508 580 7175

[health@cobma.us](mailto:health@cobma.us)

The City of Brockton Board of Health has the enforcement and regulatory power to issue a number of permits that relate to State and local environmental and health codes. The permits and licenses includes, but is not limited to, those issued for septic systems, dumpster placement, burials, swimming pools, food services, restaurants and caterers, well construction, body art establishments, Certificates of Fitness (rental units), offal permits, tanning establishments, and the transport and or storage of hazardous materials. The Brockton Health Agent can assist in determining whether a project will require Board of Health permits or approvals, explain the procedures for obtaining the permits and arrange an appointment with the Board of Health (if necessary).

Other Permits/Licenses issued by the Health Department include:

- Tanning Salons
- Septic Systems
- Well Drilling
- Hotel/Motel
- Swimming Pools (public and semi-public)
- Funeral Director
- Burial
- Certificate of Fitness

A Certificate of Fitness is required for each individual rental property in the City and must be obtained prior to occupancy of the unit. A Certificate of Fitness application may be obtained from the health Department or on-line at [www.brocktonma.gov](http://www.brocktonma.gov). There is a fee. The applicant must set an appointment with the Health Inspector. The inspection is performed in accordance with Chapter 11 of the State Sanitary Code. Certificates of Fitness are good for two (2) years. If a new tenant is going to occupy the unit before the two (2) year expire, a new certificate is required.



## Business Checklist



### **Water Permit**

#### **Filed with the Water Commission**

39 Montauk Road  
Brockton, MA 02301  
Phone -508 580 7865

[dpwwater@cobma.us](mailto:dpwwater@cobma.us)

For all new construction an application must be submitted to the Water Commission. For additions to commercial properties, when a change of use is being made, a letter must be submitted to the Water Commission stating the type of addition to be added to the property.

### **Weights & Measures Seal**

#### **Obtained from the Sealer of Weights and Measures**

45 School Street  
Brockton, MA 02301  
Phone – 508 580 7120

[sealer@cobma.us](mailto:sealer@cobma.us)

When a new business opens that will be commercial weighing or measuring devices (scales, gas pumps, etc.) MGL Chapter 98 requires that the commercial device be inspected, tested, and sealed prior to the initial use of the device by the business.

### **Licenses**

#### **Filed with the License Commission / Fee required**

City Hall  
Office Hours M-F 8:30AM to 4:30PM  
Phone – 508 580 7123

The City's License Commissioner issues licenses to businesses that serve the public. Such licenses include but are not limited to common victualler, liquor licenses, club licenses (for establishments that serve alcoholic beverages), one-day permits for special events where alcohol is to be sold, licenses for automatic amusement devices, peddler and transit vendor licenses, auctioneer licenses, carnival licenses, and licenses to buy, sell, exchange or assemble second hand motor vehicles, among others.

## Business Checklist



### Fee Schedule

**Obtained from the Office of Planning and Economic Development / No fee required**

City Hall

Office Hours M-F 8:30AM to 4:30PM

Phone – 508 580 7113

[Planning@cobma.us](mailto:Planning@cobma.us)

The City of Brockton requires the payment of a variety of fees prior to the issuance of permits and certificates. A copy of the Fee Schedule can be obtained from the Office of Community Development upon request.

### Fee Schedule

**Obtained from the Office of Building Commissioner / No fee required**

City Hall

Office Hours M-F 8:30AM to 4:30PM

Phone – 508 580 7150

[Building@cobma.us](mailto:Building@cobma.us)

Building fee schedule and Zoning Board fee schedule are available from the Office of the Building Commissioner upon request.

## Resources and Key Contacts



### **Office of Planning and Economic Development**

The Department of Planning and Economic Development is the lead agency responsible for all phases of planning in the City of Brockton and assists the Mayor and the City Council with public policy information and analysis. The office performs demographic studies, analysis and preparation of plans, and implementing actions including, but not limited to: the comprehensive plan, zoning ordinance review, the five-year recreation/conservation/open space plan, small area and neighborhood plans, land use plan, transportation, and economic development.

City Hall

45 School Street, 3<sup>rd</sup> Floor

Brockton, MA 02301

Phone - 508 580 7113

<http://www.brocktonma.gov>

### **Brockton 21<sup>st</sup> Century Corporation**

Economic development programs and initiatives are carried out by the Brockton 21<sup>st</sup> Century Corporation (B21) on behalf of and in partnership with the City of Brockton. The professional economic development staff works with the community to foster economic vitality; preserve and enhance neighborhoods, the quality of life and the environment; and to promote equity and opportunity for financial investment, business development, job creation and retention.

50 School Street, 2<sup>nd</sup> Floor

Brockton, MA 02301

Phone: 508 586 0021

[www.brockton21.com](http://www.brockton21.com)

### **Brockton Main Streets**

By following the four pronged approach - Design, Promotion, Economic Restructuring and Organization – of the National Main Streets Program, the Brockton Main Streets Program is working to create vibrant business districts that improve the quality of life for all who live, work, visit and invest in Brockton.

Brockton 21<sup>st</sup> Century Corporation

50 School Street, 2<sup>nd</sup> Floor

Brockton, MA 02301

Phone: 508 586 0021

[www.brockton21.com](http://www.brockton21.com)

## Resources and Key Contacts



### **Brockton Redevelopment Authority**

The Brockton Redevelopment Authority (BRA) is a quasi-public agency contracted by the City of Brockton that is tasked with community development and economic revitalization, specifically for the benefit of low-moderate income households and areas of the city. The BRA works with the Mayor, the Planning Department, and other city departments to develop and achieve a strategic development vision.

50 School Street, 2<sup>nd</sup> Floor

Brockton, MA 02301

Phone - 508 580 7123

[www.brocktonredevelopmentauthority.com](http://www.brocktonredevelopmentauthority.com)

### **Metro South Chamber of Commerce**

The Metro South Chamber of Commerce is a private, non-profit business association based in the City of Brockton, Massachusetts. The Metro South Chamber of Commerce supports and promotes the local business community through leadership in public advocacy, education, networking, information and community development.

60 School Street, 2<sup>nd</sup> Floor

Brockton, MA 02301

Phone - 508 586 0500

[www.metrosouthchamber.com](http://www.metrosouthchamber.com)

### **Plymouth County Development Council**

The Plymouth County Development Council (PCDC) is a designated Massachusetts Regional Tourism Council (RTC) and has the exciting job of marketing the countless things to do and see in the communities of Plymouth County.

134 Court Street

Plymouth, MA 02360

Phone - 508 747 0100

[www.seeplymouth.com](http://www.seeplymouth.com)

### **Brockton Area Workforce Investment Board**

BAWIB works with employers to bring training resources to the region and to foster collaborations for regional priorities. The BAWIB also serves as an ambassador for the MA Workforce Training fund and conduct training sessions for employers. An additional focus of the Board is to respond to the need for Adult Basic Education (ABE) and English for Speakers of Other Languages (ESOL) resources into our region.

34 School Street

2nd Floor

Brockton, MA 02301

Phone – 508 584 3234

[www.bawib.org](http://www.bawib.org)

### **Small Business Administration (SBA)**

#### **Resource Guide for Small Businesses**

SBA Region I

10 Causeway Street Suite 265A

Boston, MA 02222

Phone – 617 565 8416

### **Small Business Development Center at UMass Boston**

**The Massachusetts Small Business Development Center Network is comprised of three collaborate lines of business: business advisory services, government contracting and international trade assistance.**

100 Morrissey Boulevard

Wheatley Building 3<sup>Rd</sup> Floor, Suite 154, Room 10

Boston, MA 02125

Phone – 617 287 7750

<http://www.sbdcenter.umb.edu/services.html>

### **Brockton Public Library**

**Business books, research materials, periodicals, and materials**

304 Main Street

Brockton, MA 02301

Phone – 508 580 7890

[www.brocktonpubliclibrary.org](http://www.brocktonpubliclibrary.org)

### **Massachusetts Office of Business Development**

**The mission of the Massachusetts Office of Business Development (MOBD) is to strengthen the economy and increase job growth throughout Massachusetts by providing to businesses that are seeking to expand or locate in the Commonwealth a highly responsive, central point of contact that facilitates access to resources, expertise, and incentive programs available in the Commonwealth.**

10 Park Plaza, Suite 3730

Boston, MA 02116

Phone - 617-973-8600

[www.mass.gov/mobd](http://www.mass.gov/mobd)

### **MA Executive Office of Labor and Workforce Development**

**Self-employment information**

[www.mass.gov/lwd/](http://www.mass.gov/lwd/)

## Resources and Key Contacts



### **MA Health Connector**

The Health Connector is a state-based health insurance Marketplace that makes shopping for affordable health and dental coverage easier for Massachusetts individuals, families, and small businesses. Plans are available from the state's leading insurers that have been awarded the State's Seal of Approval, so you can be sure the plan you choose meets both state and national coverage standards.

133 Portland Street, 1st Floor

Boston, MA 02114-1707

1 877 623 6765

[www.mahealthconnector.org](http://www.mahealthconnector.org)

### **Secretary of State**

**Business registration and information**

Phone - 1 800 392 6090

Phone - 617 727 7030

[www.state.ma.us/sec](http://www.state.ma.us/sec)

### **SCORE Boston**

The local SCORE Chapter provides free confidential counseling to small business entrepreneurs.

60 School Street

Brockton, MA 02301

Phone – 598 587 2673

[www.sema.score.org](http://www.sema.score.org)

### **Women Owned Small Business (WOSB)**

A Women-Owned Small Business (WOSB) is a small business concern that is at least 51 percent directly and unconditionally owned and controlled by one or more women who are citizens (born or naturalized) of the United States.

[www.sba.gov/WOSB](http://www.sba.gov/WOSB)

### **SBA Office of Veterans Business Development**

The Office of Veterans Business Development's mission is to maximize the availability, applicability and usability of all administration small business programs for Veterans, Service-Disabled Veterans, Reserve Component Members, and their Dependents or Survivors.

[www.sba.gov/aboutoffices-content/1/2985](http://www.sba.gov/aboutoffices-content/1/2985)

### **Massachusetts State Colleges and Universities**

[www.mass.edu](http://www.mass.edu)

## Resources and Key Contacts



### **South Eastern Economic Development Corporation**

**SEED Corporation provides small business assistance to start-up businesses and those in the first phase of development.**

80 Dean Street

Taunton, MA 02780

Phone – 508 822 1020

[www.seedcorp.com](http://www.seedcorp.com)

### **North American Industrial Classification System (NAICS)**

**The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.**

[www.census.gov/EOS/www/NAICS/](http://www.census.gov/EOS/www/NAICS/)

### **Campello Business Association**

P O Box 3001

Brockton, MA 02304

### **Downtown Brockton Association**

60 School Street

Brockton, MA 02301

### **Montello Business Association**

P O Box 4645

Brockton, MA 02303

## City Departments



<b>Mayor .....</b>	<b>508 580 7123</b>
<b>Planning and Economic Development .....</b>	<b>508 580 7113</b>
<b>Assessor .....</b>	<b>508 580 7194</b>
<b>Building Department .....</b>	<b>508 580 7150</b>
<b>Board of Health .....</b>	<b>508 580 7175</b>
<b>City Clerk .....</b>	<b>508 580 7114</b>
<b>Public Works .....</b>	<b>508 580 1735</b>
<b>Parking Authority .....</b>	<b>508 580 7840</b>
<b>Fire Department .....</b>	<b>508 588 0585</b>
<b>Police Department .....</b>	<b>508 941 2000</b>
<b>Public Library .....</b>	<b>508 580 7890</b>
<b>School Department .....</b>	<b>508 580 7000</b>
<b>Sealer of Weights &amp; Measures .....</b>	<b>508 580 7120</b>



## Notes



# Brockton Business Guide

City of Brockton



Brockton 21<sup>st</sup> Century Corporation