



**Permitting, Regulations,  
&  
Licensing Requirements**

**A Local Guide  
For  
Aspiring Entrepreneurs  
&  
Existing Businesses**



**PLYMOUTH, MASSACHUSETTS**

*2007 Edition*

## **Introduction**

This Guide is for businesses locating or expanding in Plymouth. It is designed to guide Plymouth's aspiring entrepreneurs or existing businesses through the municipal, state and federal regulations surrounding the opening of a typical Plymouth small business.

There is a general business startup checklist, followed by detailed explanations on how to meet local, state, and federal requirements. In addition to licenses and permits, this guide considers business plans, zoning, all levels of taxes, and insurance.

There are also two exhibits following:

**Exhibit I:** Explains the regulations and tax requirements for hiring employees.

**Exhibit II:** Lists organizations that offer legal advice, accounting, financial, and other services to entrepreneurs.

We hope that both entrepreneurs and business assistance professionals find this guide easy to use and helpful in starting or assisting small businesses in Plymouth.

User feedback is welcome. Please send e-mails to: Denis J. Hanks, Executive Director of the Plymouth Regional Economic Development Foundation Inc. and also The Plymouth Area Chamber of Commerce.

[dhanks@townhall.plymouth.ma.us](mailto:dhanks@townhall.plymouth.ma.us) or [denis@plymouthchamber.com](mailto:denis@plymouthchamber.com)

508-747-1620 Ext. 145

508-830-1620 Ext. 11

# Checklist

## **1 BUSINESS PLAN**

- \_\_\_ Draft a business plan for success.

## **2 LOCATION**

- \_\_\_ Choose a location and draft a detailed floor plan of your business site.

## **3 ZONING AND PERMITTING**

- \_\_\_ Contact the Department of Planning and Development and run a zoning check.
- \_\_\_ If needed, get a Building Permit and then a Certificate of Occupancy from the Building Department.

## **4 LICENSING**

- \_\_\_ Obtain all necessary licenses and permits as required for your business type.

## **5 BUSINESS CERTIFICATE**

(only if company will be a sole proprietorship or general partnership.)

- \_\_\_ Get a “Doing Business As” (DBA) Certificate from the Plymouth Town Clerk.

## **6 TAXES**

- \_\_\_ Visit the Town of Plymouth Assessor’s Office.
- \_\_\_ File the appropriate forms then begin bill payments in person or by mail.

## **7 INTERNAL REVENUE SERVICE**

- \_\_\_ Contact the Internal Revenue Service office in Boston.
- \_\_\_ File federal tax forms for your business.
- \_\_\_ Get a federal tax identification number.

## **8 MASSACHUSETTS DEPARTMENT OF REVENUE**

- \_\_\_ Contact the Massachusetts Department of Revenue.
- \_\_\_ File Massachusetts state tax forms for your business.
- \_\_\_ Get a Sales Tax Registration Number and Certificate.

## **9 INSURANCE**

- \_\_\_ Do a risk assessment and inventory of your business’s facility and property.

# First Steps

## **1 BUSINESS PLAN**

Draft a business plan. Business plans are part of a continuous process to define your business concept, understand your market, set goals and effectively meet client needs. Typically, plans encompass operational issues including, but not limited to, the following: What services and products will your business provide and what needs do these fulfill? Who is your target market and how will you reach them? How will your company secure and repay financing?

For additional information about crafting a business plan and entering the Plymouth market, consult the Southeastern Economic Development Corporation (SEED):

*SEED Corp.*  
*80 Dean St.*  
*Taunton, MA 02780*  
*508-822-1020*

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

Also, check out SEED's Business Plan Booklet either by requesting a hard copy or visiting <http://www.seedcorp.com/assistance/booklet.pdf>

Or, contact the Southeastern Massachusetts Regional Small Business Development Center for a detailed business plan guide with a sample business plan:  
The Plymouth Area Chamber of Commerce hosts SBDC counselors weekly for your local assistance.

*Southeastern Massachusetts Regional SBDC*  
*200 Pocasset Street*  
*Fall River, MA 02721*  
*508-673-9783*

[www.msbdc.org/semass](http://www.msbdc.org/semass)

Or, contact the SCORE representatives for additional startup assistance:  
SCORE also utilizes the Plymouth Area Chamber of Commerce offices in Plymouth

*SCORE Southeast*  
*Paul McDonough*  
*Plymouth, MA 02360*  
*781-837-1409*

<http://www.score.org>

**TIP:** This guide concerns the regulations and licensing requirements for starting a sole proprietorship with no employees. If planning on hiring employees, please consult Exhibit I, "Regulations to Become an Employer."

## 2 LOCATION

Draft a detailed floor plan, as you may need it throughout the permitting and licensing process. If you plan to make repairs or do renovations, the floor plan should show what the property will look like when the work is complete. The floor plan does not need to be prepared professionally, but must show all planned furniture, doors, windows, equipment, plumbing and electrical outlets.

## 3 ZONING AND PERMITTING

Check with the **Department of Inspectional Services** to see if your property is **properly zoned**. There will be a \$20.00 zoning application fee, \$20.00 business application fee. This will be your first stop prior to finalizing a business certificate application with the Town Clerks office.

*Department of Inspectional Services  
Town Hall 1st floor  
11 Lincoln Street  
Plymouth, MA 02360  
508-747-1620 ext 110*

You'll need:

- Your lot and plot # and lot area
- Info on existing use & scope of planned project
- Site plan requirements for type of project
- Application fee is required

Other Department of Public Works requirements include:

LOT NUMBER VERIFICATION - Every building applicant must obtain a "verification of street address" form from the Engineering Division. The applicant needs to know the Parcel ID when they request the form. This is done to insure that the address is correct for 911 purposes.

SITE PLANS - If new construction is proposed, a plan prepared by a professional engineer may be required. These Site Plans will show utilities such as water, sewer, and storm water improvements and in addition may show improvements such as parking, lighting, plantings and signage. The plans most likely will be reviewed for compliance.

STREET OPENING PERMIT - If any work is done within the street layout, including driveways, a Street Opening Permit is required - See Town Website for further information regarding Street Opening Permits.

WATER, and SEWER CONNECTION PERMIT - Contact Water, and Sewer Divisions.

*Department of Public Work, Engineering  
Town Hall 2<sup>nd</sup> floor  
11 Lincoln Street  
Plymouth, MA 02360  
508-747-1620 Ext. 120  
Water 508-747-1620 Ext. 129  
Sewer 508-830-4159*

- 3a. If your property is not properly zoned, you must acquire a special permit, variance, or appropriate permits through the **Zoning Board of Appeals**.

*Zoning Board of Appeals  
Town Hall 2<sup>nd</sup> floor  
11 Lincoln Street  
Plymouth, MA 02360  
508-747-1620 Ext. 138*

- 3b. Building Permits are required for any work beyond “ordinary repairs”. The general rule is if you are picking up a hammer, give the Building Department a call. Even if you are just putting up a new sign—or merely replacing an existing one—you must get a permit. To do so, contact the **Building Department**:

*Building Department  
Town Hall 1st floor  
11 Lincoln Street  
Plymouth, MA 02360  
508-747-1620 ext 109*

- 3c. If you are within one hundred feet of a “wetland resource area”, you may need to file a **Notice of Intent** with the **Conservation Commission** in order to move forward with your project. For more information on what constitutes a “wetland resource area” or whether you need to file a Notice of Intent, contact the Conservation Commission:

*Conservation Commission  
Town Hall 2<sup>nd</sup> floor  
11 Lincoln Street  
Plymouth, MA 02360  
508-747-1620 Ext. 139*

- 3d. **Signs:** The Plymouth zoning bylaw defines the intent of the sign bylaw as follows to protect, conserve, and improve the unique visual quality and historic character of the Town of Plymouth. It is the intent of this section to do so by regulating all signs, billboards, advertising devices and any other devices for visual communication. The following regulations have been designed to encourage modest signs of high quality which identify any use or occupancy of land and structures in the Town and to carefully control the size, placement, content, and other characteristics of all signs.

Questions regarding the sign by-law should be directed to the Building Dept.

Approval by the Plymouth **Historic Commission is needed if your business exterior renovations or sign location is within the historic district.** The Historic Commission office is located in the Economic Development office. You should direct your inquiries to:

*Economic Development  
Town Hall 2nd floor  
11 Lincoln Street  
Plymouth, MA 02360  
508-747-1620 Ext. 144*

Once your sign proposal had been reviewed and approved by the historic commission and Zoning Dept., then you are ready to apply for a **Sign Permit** from the **Building Department.**

*Building Department  
11 Lincoln Street 1<sup>st</sup> floor  
Plymouth, MA 02360  
508-747-1620 ext 109*

3e. You must contact the **Fire Prevention Office** to schedule a final inspection.

*Plymouth Fire Prevention  
508-830-4213*

Their hours are M-F 8 am- 4:30 pm

Once you have completed your repairs and passed the fire inspection, you most likely will be required to get a new **Certificate of Occupancy.** (However, there are exceptions. A sign replacement, for instance, does not require a new Certificate of Occupancy.) Again, contact the **Building Department.**

## **4 LICENSING**

If you need to apply for any of the following licenses you should pick up the paperwork in the Town Manager's Office. This is located on the third floor of Town Hall. Liquor Licenses, Amplified Music, Amphibious Vehicle, Auctioneers, Automatic Amusement, Auto Dealer's (Class I, II, and III), Billiards, Blocking a Sidewalk, Blocking Parking Spaces, Common Victualler's, Comprehensive Entertainment, Sunday Entertainment, Fortune Telling, Horse & Carriage, Inn Holder, Junk Collector, Junk Dealer, Lodging House Moving Buildings, One Day Liquor License, Pawnbroker, Taxicab/Public Livery.

You may also visit our website for more information on licensing and to obtain license applications: [www.plymouth-ma.gov](http://www.plymouth-ma.gov) . Under Businesses click "License Information" and then click "How to get Licenses" or "License Applications".

*Town Manager/Board of Selectmen's Office  
11 Lincoln Street  
Plymouth, MA 02360  
508-747-1620 Ext. 100*

## 5 BUSINESS CERTIFICATE

You must complete a zoning check before a business certificate will be issued (see section 3). To file a business certificate with the Town of Plymouth, an owner or his agent may come to the Inspectional Services (Building) Department to procure a zoning permit for a business certificate. This typically takes about five days.

The owner should bring a signed copy of the Zoning Permit to the Town Clerk's Office. Owner(s) may procure the business certificate by signing it at the Town Clerk's Office and paying \$20. If this is inconvenient, an agent may procure an unsigned certificate, and the owner(s) may sign before a Notary. The completed form should be brought to the Town Clerk's Office with \$20 for filing.

*Town Clerk's Office  
11 Lincoln Street  
Plymouth, MA 02360  
508-747-1620 Ext.169*

Business Certificates are good for 4 years.

**TIP:** Open a business account with your local bank or credit union. If you are not using your social security number for your business, be sure to get your Tax ID# before opening a business bank account. A separate business account spares you the hassle of untangling personal and business transactions when you file taxes, decreases the likelihood of a missed deduction, and facilitates transparent recordkeeping in the event of an audit. Business accounts also increase credibility with potential lenders and clients and accommodate business growth. If possible, get a debit card with your account to help you with back up record keeping.

## 6 TAXES

A **Form of List** is used to document the property owned by your business, so that it may be assessed and taxed by the city. It is required that you file one with the Plymouth

**Assessor's Office:**

*Plymouth Assessor's Office  
11 Lincoln St  
Plymouth, MA. 02360  
508-747-1620 ext.151*

Reviewing tax information by property owner, parcel or by address is easy. Log on to <http://plymouth.patriotproperties.com/default.asp>

## 7 INTERNAL REVENUE SERVICE

You must also file all necessary tax forms with the **United States Internal Revenue Service**. Once you file these forms, the IRS will give you a tax identification number and provide instructions on compliance with federal regulations.

*Internal Revenue Service  
JFK Federal Building  
15 New Sudbury Street  
Boston, MA 02203  
617-316-2850  
<http://www.irs.gov>*

## **8 MASSACHUSETTS DEPARTMENT OF REVENUE**

You must also file tax forms with the **Massachusetts Department of Revenue (DOR)**. Most sole proprietors file a Schedule C form with their income taxes. If you plan to sell tangible goods, you must file a Form TA-1 to pay Massachusetts' Sales Tax.

*Massachusetts Department of Revenue  
Data Integration Bureau  
PO Box 7022  
Boston, MA 02204  
<http://www.dor.state.ma.us>*

8a. Call the DOR's Customer Service Office at (617)-887-MDOR (6367) or toll free at (800)392-6089 to request the forms by mail. Forms and filing instructions are available on the DOR website; however, it is still recommended that you speak to a DOR representative to ensure you are in full compliance with the law:

<http://www.dor.state.ma.us/forms/formlist.htm>

8b. After you have completed the forms either file online or mail the printed forms. Once you file Form TA-1, you will receive your Massachusetts Sales Tax Registration Number.

## **9 INSURANCE**

Do a thorough risk assessment and determine what coverage best suits your business's needs. Most forms of insurance are not required. However, business insurance protects you and your business in the event of fire, theft, or other losses. The most common coverage types include liability, property, business interruption, "key man," automobile, and home office. The U.S. Small Business Association (SBA) publishes a booklet called "Small Business Risk Management Guide, #MP-28," which contains information about insurance requirements for business owners. It is available from the SBA by calling 617-565-5590 or you can download it from their website at:

[http://www.sba.gov/idc/groups/public/documents/sba\\_homepage/serv\\_pub\\_mplan\\_mp28\\_eng.doc](http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_pub_mplan_mp28_eng.doc)

If you get insurance, it is recommended that you assess and inventory your business facility and assets every two years. This will ensure replacement costs are up to date, enable you to settle claims faster, and help you explain business losses on your tax returns.

# Exhibit I. Regulations needed to become an employer

This is a brief supplement to entrepreneurs who wish to become employers. The checklist explains the state and federal tax requirements and regulations surrounding hiring and employing.

## Preparation

Before hiring:

1. *Get a **Federal Employer Identification Number**.*

You will need to use this on tax returns. Submit an application, form SS-4, to the Internal Revenue Service. Find it at <http://www.irs.gov>

2. *Register to pay **the state unemployment tax**.*

Submit an Employer Status Report, form 1110, to the Massachusetts Division of Unemployment Assistance. Do it online using the state's Web file system at <https://wfb.dor.state.ma.us/webfile/>

3. *Get **workers' compensation insurance**.*

Massachusetts state law requires it. The state offers the Massachusetts Guide to Workers' Compensation at <http://www.mass.gov/dia/DESKSCAN/erguide.pdf> For more information, contact your insurance provider or the state's Insurance Rating Bureau: (617) 439-9030.

4. *Learn about **minimum wage laws, poster requirements, and the family leave act**.*

The Massachusetts Department of Workforce Development offers plenty of information online: <http://www.mass.gov/dwd/otherr.htm>

**TIP:** You may also want to register with the **Electronic Federal Tax Payment System**. Although it is not required, registering allows you to pay all of your federal taxes online. Go to <http://www.eftps.gov/> for more information.

## Hiring

With every new hire:

1. *Check for a **Social Security Card**.*

If lacking one, the employee must submit an application; form SS-5, to the Social Security Administration. Find out more: <http://www.ssa.gov>

2. *Submit a **W-4 form** for each new employee.*

This form determines how much of his or her wages should be withheld. Submit this form to the Internal Revenue Service. You may do so online: <http://www.irs.gov>

3. **Complete a federal *Employee Eligibility Verification Form*.**

Do not submit this form to the government. You may dispose of this form a year after the employee's departure or three years after the hire, whichever is longer. Find the form, an I-9, at the U.S. Citizenship and Immigration Services website:

<http://www.uscis.gov>

**Note:** *If your company has more than twenty-five employees, you must report all new hires to the state. You may do so online here:*

[http://www.cse.state.ma.us/programs/newhire/nh\\_system.htm](http://www.cse.state.ma.us/programs/newhire/nh_system.htm)

**TIP:** *The Department of Workforce Development offers numerous hiring incentives and training grants. Find out more online:*

<http://www.detma.org/BSHome.htm>

## Ongoing Taxes

An employer must:

1. **Withhold federal income, Medicare and social security taxes.**

Use employees' W-4 forms, the IRS's Employer's Tax Guide, and the IRS's "withholding calculator." Find the latter two online: <http://www.irs.gov>

a. Each quarter, report these withholdings with the employer's **quarterly federal tax return**, form 941. Find it at <http://www.irs.gov>

2. **Pay the Federal Unemployment Tax.**

Unlike the taxes in the previous step, this tax is *not* withheld from employee paychecks. Employers pay it.

a. Annually, report and pay this tax by submitting the **Employer's Federal Unemployment Tax return**, form 941. Again, find it at <http://www.irs.gov> .

3. **Distribute W-2 forms to employees at the end of each year.**

Send copies of these wage-reporting forms to the Social Security Administration: <http://www.ssa.gov> .

**Note:** If employees collect more than \$20 per month in tips, these tips *must* be reported. Make sure employees complete form 4070: Employee's Report of Tips to Employer, so that you can withhold employee income, social security, and employee Medicare tax on the employee's tips. Find form 4070 at <http://www.irs.gov>

### **Additional Information:**

For more information on:

State employment regulations and tax information, go to:

<http://www.mass.gov/?pageID=mg2topic&L=3&L0=Home&L1=Business&L2=Workplace+%26+Employees&sid=massgov2> .

Federal tax information, go to:

<http://www.irs.gov/businesses/small/article/0,,id=98862,00.html>.

# Exhibit II. Important Resources for Plymouth Entrepreneurs & Existing Businesses

## Town of Plymouth Government Offices

Visit all Town Departments at:

[http://www.plymouth-ma.gov/Public\\_Documents/PlymouthMA\\_WebDocs/departments](http://www.plymouth-ma.gov/Public_Documents/PlymouthMA_WebDocs/departments)

For Town-Wide Information visit:

<http://www.townofplymouth.org/>

### Assessor's Office

Plymouth Town Hall, First Floor  
11 Lincoln Street  
Plymouth, MA 02260  
508-747-1620 Ext. 151

### Board of Selectmen

Plymouth Town Hall, Third Floor  
11 Lincoln Street  
Plymouth, MA 02260  
508-747-1620 Ext. 106

### Building/Inspectional Services Department

Plymouth Town Hall, First Floor  
11 Lincoln Street  
Plymouth, MA 02260  
508-747-1620 Ext. 109

### Town Clerk's Office

Plymouth Town Hall, First Floor  
11 Lincoln Street  
Plymouth, MA 02260  
508-747-1620 Ext. 169

### Conservation Commission

Plymouth Town Hall, First Floor  
11 Lincoln Street  
Plymouth, MA 02260  
508-747-1620 Ext. 139

### Department of Public Works

Plymouth Town Hall, Second Floor  
11 Lincoln Street  
Plymouth, MA 02260  
508-747-1620 Ext. 126

### Fire Department Headquarters

508-830-4213

### Health Department

Plymouth Town Hall, First Floor  
11 Lincoln Street  
Plymouth, MA 02260  
508-747-1620 Ext. 119

### Town Manager's Office

Plymouth Town Hall, Third Floor  
11 Lincoln Street  
Plymouth, MA 02260 ext 100  
508-747-1620 Ext. 106

### Planning and Development

Plymouth Town Hall, Second Floor  
11 Lincoln Street  
Plymouth, MA 02260  
508-747-1620 Ext. 141

### Plymouth Police Department

508-830-4220

### Sewer Commission

Department of Public Works  
Plymouth Town Hall, Second Floor  
11 Lincoln Street  
Plymouth, MA 02260  
508-830-4159

### Water Department

Plymouth Town Hall,  
11 Lincoln Street  
Plymouth, MA 02260  
508-747-1620 Ext. 128

## A Short List of Business Assistance and Lending Resources

### Bay Colony Development Corporation

*This SBA-approved lender provides subsidized loans for commercial real estate development and equipment purchasing.*

### Bay Colony Development Corporation

Reservoir Place, Suite 222  
1601 Trapelo Road  
Waltham, MA 02451  
781-891-3594  
888-355-6663

<http://www.baycolony.org/>

**Massachusetts Business Development Company**

*This "Preferred" SBA lender offers gap financing and a number of other loan options for your small business.*

Main 500 Edgewater Drive, Suite 555  
Wakefield, MA 01880  
781-928-1100  
<http://www.mass-business.com/>

**Massachusetts Certified Development Corporation**

*This SBA lender offers a number of loan resources to small businesses across the state.*

50 Milk Street  
Boston MA 02109  
617-350-8877

**Mass Business Resource Team**

*This government office offers Massachusetts businesses a cornucopia of information on a variety of topics, including business assistance loans, counseling services, hiring and training grants, best practices, tax incentives, and startup funding.*

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

**Plymouth Area Chamber of Commerce**

*The Plymouth Area Chamber of Commerce offers a number of services to its business members.*

10 Cordage Park Circle, Suite 231  
Plymouth, MA 02360  
508-830-1620  
[www.plymouthchamber.com](http://www.plymouthchamber.com)

**Plymouth Regional Economic Development Foundation Inc.**

508-830-1620  
<http://www.plymouthbusiness.org>

**Service Core of Retired Executives (SCORE)**

*SCORE is a great resource that has provided more than 7.3 million small businesses with quality, one-on-one advice from retired business executives. You may seek advice on-line ([www.score.org](http://www.score.org)) or at SCORE's Brockton office:*

60 School Street  
Brockton, MA 02301  
508-587-2673

*Or try their Providence office:*

380 Westminster Street  
Providence, RI 02903  
401-528-4571

**Southeastern Economic Development Corporation (SEED Corp)**

*SEED offers a number of loan programs, along with small business technical assistance programs, to Massachusetts' small businesses.*

SEED Corporation  
80 Dean Street  
Taunton, MA 02780  
508-822-1020  
[www.seedcorp.com](http://www.seedcorp.com)

**Southeastern Massachusetts Regional Small Business Development Center**

*This regional SBDC offers training, counseling, technical assistance, international trade assistance and information on loan opportunities.*

**Southeastern Massachusetts Regional SBDC**

200 Pocasset Street  
Fall River, MA 02721  
508-673-9783  
[www.msbdc.org/semass](http://www.msbdc.org/semass)

**Commonwealth Massachusetts Government Agencies**

**Home Improvement Contractor Registration Program**

State Board of Building Regulations and Standards  
One Ashburton Place, Room 1301  
Boston, MA 02108  
617-727-3200 x 25205  
<http://www.state.ma.us/homeimprovement>

**Massachusetts Business Development Corporation**

50 Edgewater Drive, Suite 555  
Wakefield, MA 01880  
781-928-1100

**Massachusetts Department of Business and Technology**

One Ashburton Place, Room 2101  
Boston, MA 02108  
617-727-8380  
<http://mass.gov/portal/index.jsp?pageID=aghome&agid=ded>

**Massachusetts Department of Environmental Protection**

Western Regional Office  
436 Dwight Street  
Springfield, MA 01103  
413-784-1100  
<http://www.state.ma.us/dep/wero>

**Massachusetts Department of Revenue**  
Hurley Building  
19 Staniford Street  
Boston, MA 02114  
617-887-MDOR(6367)  
1-800-392-6089  
<http://www.dor.state.ma.us>

**Massachusetts Division of Marine Fisheries**  
251 Causeway Street, Suite 400  
Boston, MA 02114  
617-626-1520  
<http://www.state.ma.us/dfwele/dmf>

**Massachusetts Division of Professional Licensure**  
239 Causeway Street  
Boston, MA 02114  
617-727-3074  
<http://www.state.ma.us/reg>

**Massachusetts Division of Standards**  
One Ashburton Place, Room 115  
Boston, MA 02108  
617-727-3480  
<http://www.state.ma.us/standards>

**Massachusetts Export Center**  
State Transportation Building  
10 Park Plaza, Suite 4510  
Boston, MA 02116  
617-973-8664  
<http://www.state.ma.us/export>

**Massachusetts Office of Business Development**  
26 Court Street, 9th Floor  
Boston, MA 02108  
617-635-2000  
<http://www.ci.boston.ma.us/dnd/OBD/default.asp>

**Massachusetts Office of Child Care Services**  
• State Headquarters  
51 Sleeper Street, 4th Floor,  
Boston, MA 02210  
617-988-6600

• Taunton Regional Office  
21 Spring Street, Suite 2  
Taunton, MA 02780  
508-828-5025  
<http://www.qualitychildcare.org>

**Massachusetts Office of Consumer Affairs and Business Regulation**  
10 Park Plaza, Suite 5170  
Boston, MA 02116  
617-973-8787  
888-283-3757  
<http://www.state.ma.us/consumer>

**Massachusetts Registry of Motor Vehicles**  
Boston Office  
630 Washington Street  
Boston, MA 02111  
<http://www.state.ma.us/rmv>

**State Office of Minority and Women Business Assistance**  
10 Park Plaza, Suite 3740  
Boston, MA 02116  
617-973-8692  
<http://www.somwba.state.ma.us>

## **State/National Trade Associations**

**ACCION-USA**  
56 Roland Street, Suite 300  
Boston, MA 02129  
617-625-7080  
<http://www.accion.org>

**American Automobile Association**  
• Approved Auto Repair Department  
1-800-227-5602  
• Regional Branch Office:  
350 New State Highway, Suite 3  
Raynham, MA 02767-1434  
508-823-6000  
<http://www1.aaa.com/aaa/240/sne/index.html>

**Associated Grocers of New England**  
11 Cooperative Way  
PO Box 6000  
Pembroke, NH 03275  
603-223-6710  
<http://www.agne.com>

**Associated Landscape Contractors of Massachusetts**  
8D Pleasant Street  
South Natick, MA 01760  
508-653-3373  
<http://www.alcom.org>

**Better Business Bureau**  
235 West Central Street, Suite 1  
Natick, MA 01760  
508-652-4800  
<http://www.bosbbb.org>

**Boys and Girls Clubs of Boston**  
50 Congress Street, Suite 730  
Boston, MA 02109  
617-994-4700

**Commonwealth Corporation  
(Statewide Workforce Development)**  
The Schrafft Center  
529 Main Street, Suite 110  
Charlestown, MA 02129  
617-727-8158  
[www.commcorp.org](http://www.commcorp.org)

**Consumer Credit Counseling Service**  
8 Winter Street  
Boston, MA 02108  
617-426-6644  
<http://www.creditcounseling.org>

**Massachusetts Alliance for Economic Dev.**  
892 Worcester Street  
Wellesley, MA 02482  
781-489-6262  
<http://www.massecon.com>

**Massachusetts Alliance for Small Business  
Contractors**  
143 South Street, 4th Floor  
Boston, MA 02111  
617-482-8010  
<http://www.massalliance.com>

**Massachusetts Arborists Association**  
8D Pleasant Street  
South Natick, MA 01760  
508-653-3320  
<http://www.massarbor.org>

**Massachusetts Association of Community  
Development Corporations**  
89 South Street, 4th Floor  
Boston, MA 02111  
617-426-0303  
<http://www.macdc.org>

**Massachusetts Food Association**  
31 Milk Street, Suite 518  
Boston, MA 02109  
617-542-3085  
<http://www.mafood.com>

**Massachusetts Nursery & Landscape Assoc.**  
PO Box 387  
Conway, MA 01341  
413-369-4731  
<http://www.mnla.com>

**Massachusetts Restaurant Association**  
333 Turnpike Road  
Southborough, MA 01772  
508-303-9905  
1-800-852-3042  
<http://www.marestaurantassoc.org>

**Massachusetts Small Business Development  
Centers (MSBDC):**

**Boston College SBDC**  
142 Beacon Street  
Chestnut Hill, MA 02467  
617-552-4091  
<http://www.bc.edu/centers/sbdc>

**UMass Boston SBDC**  
College of Management, 5th Floor  
100 Morrissey Boulevard  
Boston, MA 02125-3393  
617-287-7750  
<http://www.sbdc.umb.edu>

**Southeastern Mass Regional SBDC**  
200 Pocasset Street  
Fall River, MA 02721  
508-673-9783  
<http://www.msbdc.org/semass/>

**Massachusetts Small Business Development  
Center Headquarters**  
227 Isenberg School of Management  
121 Presidents Drive  
University of Massachusetts  
Amherst, MA 01003  
413-545-1273  
<http://www.msbdc.org>

**Massachusetts State Automobile Dealers  
Association**  
59 Temple Place  
Boston, MA 02111  
617-451-1051  
<http://www.msada.org>

**Massachusetts Technology Collaborative**  
75 North Drive  
Westborough, MA 01581  
508-870-0312  
<http://www.mtpc.org>

**National Association of Convenient Stores**

1600 Duke Street  
Alexandria, VA 22314  
800-966-6227

<http://www.nacsonline.com>

**National Cosmetology Association**

401 North Michigan Avenue  
Chicago, IL 60611  
312-527-6765

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

**National Grocers Association**

1005 North Glebe Road, Suite 250  
Arlington, VA 22201  
713-516-0700

<http://www.nationalgrocers.org>

**National Institute for Automotive Service Excellence**

101 Blue Seal Drive, S.E., Suite 101  
Leesburg, VA 20175  
1-877-ASE-TECH (273-8324)  
703-669-6600

<http://www.ase.com>

**New England Convenience Store Association**

212 Carnegie Row  
Norwood, MA 02062  
781-255-9090  
866-882-9090

<http://www.necsa.net>

**New England Livery Association**

PO Box 842  
Durham, NH 03824  
866-736-6352

<http://www.nelivery.org>

**Retailers Association of Massachusetts**

18 Tremont Street, Suite 1040  
Boston, MA 02108  
877-RAM-6580 (726-6580)

<http://www.retailersma.org>

**Smaller Business Association of New England**

1601 Trapelo Road, Suite 212  
Waltham, MA 02451  
781-890-9070

<http://www.sbane.org>

**Federal Government****Environmental Protection Agency-  
New England**

1 Congress Street, Suite 1100  
Boston, MA 02114  
617-918-1111  
1-888-372-7341

<http://www.epa.gov/region1>

**Internal Revenue Service**

• State Headquarters  
15 New Sudbury Street  
Boston, MA 02203  
617-536-1040  
• Field Office  
166 Main St.  
Brockton, MA 02401  
508-586-4671

<http://www.irs.gov>

**US Small Business Administration**

O'Neill Building, Room 265  
10 Causeway Street  
Boston, MA 02222  
• Finance: 617-565-5627  
• Procurement and Technical  
Assistance: 617-565-5689

<http://www.sba.gov/ma>

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**One Contact, One Resource**

***The Plymouth Regional Economic Development Foundation Inc.***

***508-747-1620 ext. 145***

***or***

***508-830-1620 ext. 11***