



Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201

Telephone: (617) 635-4170; Facsimile: (617) 635-4742; Email: LicensingBoard@cityofboston.gov

INSTRUCTIONS FOR LODGING HOUSE LICENSES

(Revised 8/2014)

**** A Lodging House is where lodgings are let to four or more person not within second degree of kindred to the person conducting it. Lodging Houses are regulated pursuant to G. L. c. 140, § 22, et al., and the Rules of the Board.***

**** In accordance to G. L. c. 140, § 27, and the Rules of the Board, all Lodging Houses must keep in permanent form a register which shall record the true name and residence of every person engaging or occupying a private room. Such register shall be kept for period of one year after the last entry therein, and shall be made available for inspection to the Licensing Board and/or its agents.***

**** Lodging House Licenses must be renewed annually in the month of April. Fees are contingent upon the number of rooms: 0-9 rooms, \$75.00/year; 10-19 rooms, \$150.00/year; 20-29 rooms, \$225.00/ year; 30-39 rooms, \$300.00/year; and any Lodging House containing more than 39 rooms, \$300.00 plus \$4 for each additional room/year.***

1. Make sure the proposed location is zoned for a lodging house. If it is not, you must go to the Zoning Board and obtain approval to change the zoning use.
2. Meet with the local Neighborhood Association (http://www.cityofboston.gov/ons/coor_list.asp), and speak with the City Councilor for the District (<http://www.cityofboston.gov/citycouncil/councillors/>) prior to the hearing before the Licensing Board.
3. File the completed application with: a copy of the lease agreement (in the applicant's name); an 8 ½ x 11 floor plan of each floor; and completed Personal Information Form(s) and Criminal Record Information Form(s) for all owner(s), shareholder(s), officer(s), manager(s), and person(s) with a financial interest in the business. Corporations should also submit a printout of the summary screen generated by the state's corporation database containing the corporation's general information (<http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp>).
4. Appear at the hearing before the Licensing Board.
5. If the License is granted, you must personally come to the Licensing Board to pay for it and pick it up. Prior to being able to pick up the license, you must go to Inspectional Services Department and obtain a current Inspection Certificate (white paper with gold seal). If you have a place of assembly (i.e. function room) and the capacity of that space is more than 50, you must also obtain a Fire Assembly permit from the Fire Department. Both of these Departments are located at 1010 Massachusetts Avenue (4th Floor).

****Licenses will not be issued or released until all necessary documents are provided.****





Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201

Telephone: (617) 635-4170; Facsimile: (617) 635-4742; Email: LicensingBoard@cityofboston.gov

APPLICATION FOR LODGING HOUSE LICENSE

Name of Applicant (Individual/Corporation): _____

Doing Business As (d/b/a, if different from above): _____

Name of Manager of Record: _____

Address of Lodging House: _____

Lodging House Telephone #: _____ Lodging House Facsimile #: _____

Name of Managing Company (if applicable): _____

Mailing Address of Managing Company: _____

Contact Person at Managing Company: _____ & Telephone #: _____

Description of Premises (include full description of facilities available to lodgers):

Total # of Floors: _____ Total # of Rooms: _____ Total # of Lodgers: _____

of Rooms/Floor: Basement _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ 8th _____ 9th _____

of Lodgers/Floor: Basement _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ 8th _____ 9th _____

List All Persons/Entities with Interest in this License (corporate stockholders, directors, officers, clerks, LLC members, managers, and any person/entity with a direct/indirect beneficial/financial interest). Attach additional pages if necessary.

Name of Person/Entity	Title/Position	# Stock/ % Owned

I hereby certify under the pains and penalties of perjury that the above is true and accurate information.

Signature: _____

Dated: _____

Print Name: _____

Title as it relates to Business: _____

For the Board's Official Use Only

GRANTED: _____

REJECTED: _____

Restrictions/Conditions: _____



Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201

Telephone: (617) 635-4170; Facsimile: (617) 635-4742; Email: LicensingBoard@cityofboston.gov

PERSONAL INFORMATION FORM (Revised 1/2013)

SECTION I – LICENSEE INFORMATION:

Name of Licensee/Business: _____

Doing Business As (d/b/a, if different from above): _____

Address of Business: _____

Business Telephone #: _____ Business Facsimile #: _____

SECTION II – PERSONAL INFORMATION:

Your Name: _____ Social Security #: _____

Date of Birth: _____

Your Home Address: _____

Home #: _____ Cellphone #: _____

Place of Current Employment: _____

Employment for the Last Ten Years (dates, position, employer, address):

Your Title as it Relates to the Business/Licensee: _____

Describe Your Interest in this Business/Licensee:

I hereby certify under the pains and penalties of perjury that the above is true and accurate information.

Signature: _____

Dated: _____





Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201
Telephone: (617) 635-4170; Facsimile: (617) 635-4742; Email: LicensingBoard@cityofboston.gov

CRIMINAL RECORD INFORMATION FORM (Revised 1/2013)

Your Name: _____

Your Alias(es), if any: _____

Your Home Address: _____

Occupation: _____

Birthplace: _____ Date of Birth: _____

Father's Name: _____ Mother's Name: _____

Husband/Wife's Name: _____

Name of Corporation/Licensee/Business: _____

Address of Corporation/Licensee/Business: _____

If you have any record of misdemeanors including, but not limited to, drunkenness, simple assault, speeding, minor traffic violations, and affray or disturbance of the peace, and such offenses were disposed of ten or more years prior to the filing of this application, you may be considered to have "No Record" for the purposes of furnishing this department information as to your criminal record.

I, (print your name) _____, applicant for a (print type of license you are requesting) _____

in the City of Boston, hereby state I have not been convicted for violation of a State or Federal narcotic law.

I, (print your name) _____, do hereby state that I have no record of criminal convictions in any State or Federal Court except those as listed below:

I, (print your name) _____, do hereby state that I have no pending criminal charges for any criminal violations in any State or Federal Court except as those listed below:

Signed and subscribed to under the pains and penalties of perjury this _____ day of (month) _____, (year) _____.

Signature: _____

Print Name: _____

**** Any statements contained herein found to be untrue shall be cause for the cancellation and/or revocation of any License granted to the applicant or Corporation in which he/she is a principal or agent.**