



City of Framingham

License Administration
150 Concord Street – Memorial Building – Room 203
Framingham, MA 01702-8325

Telephone: 508-532-5402 FAX 508-532-5769
Diane Willoughby, Licensing Coordinator drw@framinghamma.gov

APPLICATION FOR INNHOLDERS LICENSE

Choose Application Type
from Menu:

Application Fee \$15.00
(Payable upon submittal)

License Fee: \$75.00

Describe

Other: _____

Date

Property Address _____

Owner-d/b/a _____

Address of Owner _____

Federal ID #: _____ *if none*, Social Security #: _____

Telephone _____ FAX _____ E-Mail _____

List all property owned in Framingham _____

Manager _____

Telephone _____ FAX _____ E-Mail _____

Description of Premises _____

Number of Rooms _____ Number of Occupants _____

Licensed previously in Framingham? Yes No

Signature of Applicant _____

City use only:

Building Department _____
Date

Board of Health _____
Date

Treasurer _____
Date

Police _____
Date

Fire _____
Date

DPW _____
Date

cc: Assessor _____
Date

MGL Chapter 140

INNHOLDER APPLICATION INSTRUCTIONS
(LICENSE AMENDMENTS – NEW LICENSES /LICENSE TRANSFERS)

Application Submittal Checklist

- Completed and signed application
- Application Fee of \$15-If paying by check, payable to City of Framingham
- Bill of Sale for Business (if a license transfer)
- Lease Agreement (Intent to lease signed by both parties, if no signed agreement) or Deed
- Articles of Organization (if corporation)

Once application is complete and recommendations are provided by relevant departments, a hearing with the Board of License Commissioners will be scheduled. Attendance of owner or owner's representative is required. The calendar of Board meeting dates can be found on the Licensing Department's web page:

<https://www.framinghamma.gov/398/Licensing>

If approved, the following are required before the license can be issued.

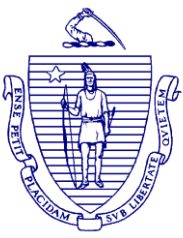
- Proof of Workers Compensation Insurance
- Completed and Signed Workers Compensation Affidavit—Policy Information for Insurer Providing Workers' Compensation Coverage NOT Agent required on form.
- Annual License Fee of \$75 for New Licenses only. If paying by check, payable to City of Framingham

Licenses expire December 31. Renewal notices will be emailed in October to email address provided on application. Provide Licensing Office with change to email address provided to ensure receipt of renewal notification. Submittal of renewal applications are due by November 30. Late renewal fee is \$100.

Any changes in application information such as ownership or changes or number of rooms, may require a building permit and Innholder Application. Contact Licensing Department to confirm.

Once Issued:

- Business Certificate, if required, must be obtained from the City Clerk and a copy provided to Licensing Department.



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am a employer with _____ employees (full and/ or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an **employee** is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An **employer** is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "**every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required.**" Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
1 Congress Street, Suite 100
Boston, MA 02114-2017

Tel. # 617-727-4900 ext 7406 or 1-877-MASSAFE
Fax # 617-727-7749
www.mass.gov/dia