



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

LODGING HOUSE LICENSE APPLICATION

Application Fee \$15.00

License Fee: \$75.00

New _____ Transfer _____

Lodging House _____ Bed & Breakfast _____ Place X next to type ^{Date}

Property Address _____

Owner _____

Address of Owner _____

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

Telephone _____ FAX _____ E-Mail _____

List all property owned in Framingham _____

Resident Agent (Required if ≥ 12 rooms) _____

Telephone _____ FAX _____ E-Mail _____

24 Hour Emergency Telephone # _____

Contact Person _____

Description of Property _____

Number of Rooms _____ Number of Lodgers _____

Licensed previously in Framingham ____ Yes ____ No Indicate using X

Signature of Applicant _____

For City Use Only:

Building Department _____

Date

Board of Health _____

Date

Treasurer _____

Date

Police _____

Date

Fire _____

Date

Submit the following information:

1. Letter from Applicant/Attorney requesting approval from the Board of License Commissioners
2. Application completed and signed
3. \$15 Application Fee payable to the City of Framingham
4. Additional \$125 hearing ad fee if this is a new location for a Lodging House (can be combined with application fee)
5. Copy of Purchase and Sales agreement
6. Floor Plan
7. Site Plan
8. Copy of the Lodging House Rules – See Policy on Lodging Houses
<https://webapps.framinghamma.gov/WebLink/DocView.aspx?id=79597>

Prior to license issuance the following are required:

1. Signed and completed Workers' Compensation Insurance Affidavit
2. Certificate of Workers' Compensation Insurance (naming Framingham Licensing Coordinator as Certificate Holder required, if there are employees.

Contact the following Departments

Health Department –Memorial Building Room 205 – 508-532-5470 – For required permits.

Inspectional Services – Memorial Building, Room 203 – 508-532-5500 – File a “Zoning Determination Form” to determine if proposed location is properly zoned (or special permit is required from the Zoning Board of Appeals or site plan review from the Planning Board).

Zoning Board of Appeals – Memorial Building, Room B37 – 508-532-5456– Obtain copy of any previous decisions.

Fire Department - 10 Loring Drive – 508-532-5930 – For current fire code requirements.

For locations with a new Lodging House, a legal newspaper notice is required and will be placed by the Licensing Office.

All Taxes, Fees and Fines must be paid before a license can be issued.