

## **INSTRUCTIONS FOR LODGING HOUSE LICENSES**

\* *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. Lodging House Licenses are valid from May 1 of one year to April 30 of the next 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. Applicants are required to comply with all code regulations of Development Services and the Fire Department, as well as the Health Department Sanitary Code.  
<https://www.lowellma.gov/612/Development-Services-Fees>
3. File your paperwork with the Lowell License Commission:
  - a. Your completed application with all contact information.
  - b. A copy of the lease agreement (in the applicant's name)
  - c. A copy of the Building "Certificate of Inspection" with their completed application. (Annual)
  - d. A Sanitary Code Inspection, from the Health Department. (Annual)
  - e. An 8 ½ x 11 floor plan of each floor; and
  - f. Completed Personal Information Form(s) and Criminal Record Information (CORI) Form(s) for the following [do not email these forms]. Cori Request form: <https://www.lowellma.gov/433/License-Commission>
    - i. owner(s),
    - ii. shareholder(s),
    - iii. officer(s),
    - iv. manager(s), and
    - v. person(s) with a financial interest in the business.
  - g. Corporations/LLCs 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>
    - i. They must also attach a copy of their Business Certificate on file with the City of Lowell Clerk's Office.
4. Once all documents are received with your payment and background checks have been performed (which may take 2 weeks), you can request a hearing before the Lowell License Commission.

***G. L. c. 140, § 25: Premises licensed by the Lowell License Commission are subject to inspection by the Lowell Police Department, Building Commissioner, Office of Development Services, Fire Chief, Fire Prevention, and the License Commission.***

Application should be typed. This application is a fillable form that you can complete with free Adobe Reader software or app. [Adobe Acrobat Reader DC Download | Free PDF viewer for Windows, Mac OS, Android](#)

Fill it, Save it, Send it. <https://get.adobe.com/reader/>

# City of Lowell | Application for a Lodging House License

## Legal Applicant:

Individual    Corporation    Limited Liability Corporation    Limited Liability Partnership

<b>Name of Individual or Company:</b>			<b>FID#:</b>
<b>Business Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Owner or Rep:</b>	<b>Email:</b>	<b>Phone:</b>	

## Lodging House at: Street Address: Zip:

<b>Proposed Manager:</b>	<b>Lives On-Site</b>	<b>Lives Off-Site</b>
<b>Home Address:</b>	<b>City:</b>	<b>State: Zip:</b>
<b>Email:</b>	<b>Phone:</b>	<b>Cell:</b>
<b>Property is Leased from or Owned by:</b>		

## Management Company: (if applicable)

<b>Name of Company:</b>	<b>FID#:</b>
<b>Street:</b>	<b>City: State: Zip:</b>
<b>Contact Person:</b>	<b>Email: Phone:</b>

## Description of Premises: (also attach floor-plan of each floor)

Total # of Floors: \_\_\_\_\_ Total # of Rooms: \_\_\_\_\_ Total # of Lodgers: \_\_\_\_\_

# of Rooms/Floor: Basement    1st    2nd    3rd    4th    5th    6th    7th    8th \_\_\_\_\_

# of Lodgers/Floor: Basement    1st    2nd    3rd    4th    5th    6th    7th    8th \_\_\_\_\_



# City of Lowell | Application for a Lodging House License

## Personal Information Form

Provide this completed Personal Information Form and CORI Request Form for all owner(s), Shareholder(s), officer(s), and person(s) with financial interest in the business. Please attach a resume or work history.

Reminder, CORI request form is downloaded here: <https://www.lowellma.gov/433/License-Commission>

### Name & Home Address

<b>Name:</b>			<b>Years at address:</b>
<b>Home Street:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Email:</b>	<b>Phone:</b>	<b>Cell:</b>	

### Previous Home Address

<b>Landlord, if applicable:</b>	<b>Landlord Phone:</b>	<b>Years at address:</b>	
<b>Street:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

### Place of Current Employment

<b>Company:</b>			<b>Years at job:</b>
<b>Street:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Supervisor:</b>	<b>Email:</b>	<b>Phone:</b>	
<b>Start Date:</b>			

### Place of Most Recent Previous Employment

<b>Company:</b>			<b>Years at job:</b>
<b>Street:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Supervisor:</b>	<b>Email:</b>	<b>Phone:</b>	
<b>Employed From Date:</b>	<b>Employed To Date:</b>		

### Previous Employment

<b>Company:</b>			<b>Years at job:</b>
<b>Street:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

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:** \_\_\_\_\_

# City of Lowell | Application for a Lodging House License