

## Applying for a Lodging House License

Pursuant to MA General Law Chapter 140 Section 23, you must obtain a license before operating a lodging house in Somerville. Generally, a lodging house is a house operated for profit, where rooms are let to four or more unrelated persons, including fraternity houses and school dormitories, but not including nursing homes or group homes.

### TERM:

- The license expires on July 31 and is awarded for no more than one year.

### APPLICATION CONDITIONS:

- You must apply online.
- The premises must be suitable pursuant to the building, zoning, fire, and health codes.
- The business must be deemed suitable for the community by the Police Department.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

### FEE:

- \$50.00 nonrefundable application fee.
- \$605.00 annual license fee, paid after the application is approved.

### ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- Lease or other documentation of your access to the premises.

### HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citizenserve** logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Lodging House."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
  - Select "A new business location" if this is your first application in CitizenServe.
    - Enter the Somerville address of your proposed business, and click "FIND ADDRESS."
    - If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
  - OR
  - Select "An additional license for an existing business" if your business is licensed in Citizenserve.
    - At "License #" select a license you've received before.
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

### QUESTIONS?

- If you have questions, contact the City Clerk at [cityclerk@somervillema.gov](mailto:cityclerk@somervillema.gov).