



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM, MASSACHUSETTS
LICENSING BOARD
93 WASHINGTON STREET, 2nd FLOOR
SALEM, MA 01970
TEL. 978-745-9595 EXT. 5631
FAX 978-744-1279

ROBERT M. ST. PIERRE, CHAIRMAN
PAUL FLORES
RICHARD C. LEE

MELISSA PAGLIARO,
CLERK OF THE BOARD

REQUIREMENTS FOR A LODGING HOUSE LICENSE

1. An application is required for more than three rooms.
2. If the applicant is a Corporation you must submit a Vote of the Corporation and Articles of Organization.
3. The application must be advertised in the Salem News for one day. (this office will supply the legal notice, the applicant is responsible for publication). The original advertisement must be submitted to this office.
4. Abutter notification is required. (this office will supply you with a certified list of abutters, the applicant is responsible for certified notification).
5. The license will specify the number of rooms allowed.
6. Licenses are renewable every December for the following year.
7. License fee is Fifty Dollars for the calendar year.
8. Routing slip signed by all City Departments.



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LODGING HOUSE RENEWAL APPLICATION
(PLEASE COMPLETE ENTIRE FORM)

NAME: _____

ADDRESS OF LODGING HOUSE: _____ PHONE#: _____

NAME OF OWNER: _____ EMAIL: _____

ARE YOU A CORPORATION: YES NO

CORPORATE NAME: _____

D/B/A: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____

DO YOU LIVE ON THE PREMISES: _____

IF NOT, HOME ADDRESS: _____

HOME TELEPHONE: _____

MANAGER'S NAME: _____ MGR's CONTACT # _____

MANAGERS EMAIL ADDRESS: _____

TOTAL NUMBER OF ROOMS: _____

NUMBER OF ROOMS **WITHOUT** KITCHEN OR PRIVATE BATH: _____

NUMBER OF ROOMS **WITH** KITCHEN AND PRIVATE BATH: _____

LOCATION OF REGISTER: _____

MAXIMUM NUMBER OF ROOMERS: _____ PRESENT NUMBER: _____

TYPE OF HEAT: _____

WHEN IS HEAT STARTED: _____

WHEN IS HEAT STOPPED: _____

IS CONSTANT HOT WATER PROVIDED: _____

NAME: _____

**FEE \$100.00 FOR THE FIRST
 FOUR ROOMS, \$25.00 FOR
 EACH ROOM AFTER.**

TITLE: _____

APPLICATION & PAYMENT DUE BY DEC 15th