

***CITY OF BROCKTON
LICENSE COMMISSION***

*City Hall, 45 School Street
Brockton, Massachusetts 02301
Tel: (508) 580-7805 Fax: (508) 897-6806*

**INSTRUCTIONS
APPLICATION FOR LODGING HOUSE LICENSE**

1. Zoning Board approval (New Location).
2. Lodging House application.
3. Taxes on Property paid (Information will be verified with Tax Collector)
4. Proof of Identification.
5. Corporation - Certified copy of Articles of Organization. In addition, if applicable, a business certificate must be filed once license is approved.
6. If individual or partnership, a business certificate must be filed once license is approved.
7. Tax attestation (City of Brockton and Department of Revenue)
8. If license is being transferred, a letter from present individual licensee or vote of corporation authorizing such transfer.
9. Non-refundable \$100 Filing Fee which must be in the form of a check made payable to the City of Brockton.
10. Worker's Compensation Insurance Affidavit.

11. Location must be inspected and approved prior to issuance of license. Applicant is responsible for obtaining inspection forms at License Commission office and contacting departments to make arrangements for inspections.

Building Dept. (508) 580-7150

Board of Health (508) 580-7175

Fire Prevention (508) 583-2933

Insp. Of Wires (508) 580-7146

12. \$50 fee in the form of a check made payable to the City of Brockton upon issuance of license.

***** NO APPLICATION WILL BE PROCESSED UNLESS ITEMS 1 THROUGH 9 ARE SUBMITTED.**

***** APPLICATIONS MUST BE RECEIVED FOURTEEN (14) BUSINESS DAYS PRIOR TO MEETING DATE.**