



**TOWN OF FALMOUTH**  
Town Manager & Select Board Office  
59 Town Hall Square, Falmouth, Massachusetts 02540  
508-495-7320

## **LODGING HOUSE LICENSE APPLICATION (includes B&Bs)**

M.G.L. 140 §22 and §31

### **Step 1: Is your property ready for license approval?**

- Building Department – provide a Floor Plan prepared by a design professional showing exits/entrances, distances, and occupancy load of each room, *see page 2.*
- Building Department – apply online for a Sign Permit,  
<https://www.falmouthma.gov/307/Building>.
- Health Department – apply online for a Rental Permit,  
<https://www.falmouthma.gov/273/Health>.

### **Step 2: Have all the following ready to submit with the application.**

- Town of Falmouth Filing Fee \$10.00 payable by check or cash; a separate License Fee of \$35.00 payable by cashier's check or bank check only.
- Copy of the Lease or Deed.
- Copy of menu, if any.
- Copy of special zoning permits, *if any, see Zoning Appeals Office.*
- Business Structure Documents:
  - a. Copy of Articles of Organization *(if a corporation)*
  - b. Copy of LLC Agreement *(if limited liability company)*
  - c. Copy of Partnership Agreement *(if partnership)*
  - d. Copy of Certificate of Doing Business *(if sole proprietorship)- obtained from the Town Clerk*
- A Certificate of Doing Business from the Town Clerk's office, *needed in most cases*

### **Step 3: Now you are ready to submit the application.**

- Select Board office - Submit a complete license application for Lodging House License with all items completed in Steps 1 and 2.

*The application will be reviewed at a regularly scheduled meeting of the Select Board.*

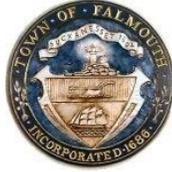
**PLEASE NOTE: The License must be displayed on the premises in a conspicuous place where the public has access and may read it. Failure to post or tamper with the contents of a license is strictly prohibited.**



Please be advised that all license application fees must be paid upon submission of an application as follows:

- Filing fees, public notice advertising fees, and other administrative fees must be paid by personal or business check when the application is submitted. Cash is also accepted.
- License fees must be paid in full at the time of submission by cashier's check or bank check only. These checks will be held on file and not processed until the application is fully approved and all license requirements completed. If the application is not approved the cashier's/bank checks will be returned to the applicant.

*Please contact the Select Board Office for further information.*



## TOWN OF FALMOUTH

Office of the Town Manager & Selectmen  
59 Town Hall Square, Falmouth, Massachusetts 02540  
Telephone (508) 495-7320

### APPLICATION – RENEWAL APPLICATION

#### LODGING HOUSE LICENSE

M.G.L. Chapter 140, Sections 22 - 31

*Fields outlined in **RED** are required*

APPLICATION FOR NEW LICENSE:

RENEWAL APPLICATION:

NAME APPLICANT/OWNER:

BUSINESS NAME:

*D/B/A*

BUSINESS ADDRESS:

*(if different from Home Address)*

TOWN:

STATE:

ZIP CODE:

MAILING ADDRESS: *(if different)*

MANAGER: *(if any)*

FID #:

EMAIL: *required*

TELEPHONE - Business:

Home:

NO. OF ROOMS:

NO. OF LODGERS:

BED & BREAKFAST: - YES/NO

OWNER OCCUPIED: - YES/NO

**TAX ATTESTATION: I certify under the penalties of perjury that the information provided in this application is true and that, to my best knowledge, I have filed all state tax returns and paid all state and local taxes as required under law. I understand that Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation:**

**DATE**

**SIGNATURE:** OWNER or MANAGER



**Complete prior to applying for:**  
**Common Victualler License**  
**Lodging House License**  
**Innholder License**

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

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

**LICENSE APPLIED FOR:** \_\_\_\_\_

The attached plan or plans described below have been approved by the Building Commissioner's Office as appropriate for this application:

- a. For Common Victualler Licenses submit a Floor Plan completed by a Design Professional showing exits/entrances, distances, and all seats.
- b. For Lodging House Licenses submit a Floor Plan completed by a Design Professional showing exits/entrances, distances, and the occupancy load of each room.
- c. For Innholder Licenses submit a Floor Plan completed by a Design Professional showing exits/entrances, distances, each seat in the dining areas, and the occupancy load of each room.

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

**Building Commissioner:** X \_\_\_\_\_

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

## Town of Falmouth

### License Application – Department Contact Information

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**Select Board**      **Town Hall**      **(508) 495-7320**      [licensing@falmouthma.gov](mailto:licensing@falmouthma.gov)

- License applications.

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**Building**      **Town Hall**      **(508) 495-7470**      <https://www.falmouthma.gov/307/Building>

- Approval of floor plan and/or site plan.

Apply online using **PermitEyes**.

- Certificate of Inspection.
- Sign Permit

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**Zoning Appeals**      **Town Hall, Second Floor**      **(508) 495-7460**

- Special permit.

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**Planning**      **Town Hall, Second Floor**      **(508) 495-7440**

- Site plan review.

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**Assessor**      **Town Hall**      **(508) 495-7380**      <https://www.falmouthma.gov/175/Assessing>

- Certified abutters list.

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**Police**      **750 Main St.**      **(774) 255-4527**

- Call Central Records to schedule an appointment for the fingerprint-based background check.

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**Health**      **Town Hall**      **(508) 495-7485**      <https://www.falmouthma.gov/273/Health>

Apply online using **PermitEyes**

- Food service establishment permit.

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**Town Clerk**      **Town Hall**      **(508) 495-7360**

- Certificate of Doing Business.
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