



Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201

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INSTRUCTIONS FOR AN INNHOLDER LICENSE (NO LIQUOR) LICENSE

(Revised 3/2025)

1. In accordance to G. L. c. 140, § 3, and the Rules of the Board, all Innholders 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.
2. **Use and zoning:** Make sure the proposed location is zoned for an innholder. If it is not, you must go to the Zoning Board and obtain approval to change the zoning use.
3. **Community process:** Contact the Mayor's Office of Neighborhood Services (ONS) (www.boston.gov/ons) to confirm what community process, if any, will be required by your ONS liaison as part of this application. This should be completed prior to the hearing with the Board.
4. Please complete and submit this form with **all** of the documents from the checklist below. **Incomplete or illegible applications will NOT be accepted. Once completed, please email the application to LicensingBoard@boston.gov**
5. Innholder licenses must be renewed by the end of November. Failure to renew may result in an administrative hearing before the Board and the suspension or revocation of the License.

Application Checklist (Required)

- A signed copy of the lease agreement (in the Applicant's name/ Entity's Name) **OR** a deed
- A valid Inspection Certificate*
- A valid Place of Assembly Permit (For function rooms with capacity of 50 or more people)*
- 8 1/2 x 11 floor plan(s) for each floor
- A completed **personal information form(s)** for **all** owner(s), shareholder(s), officer(s), manager(s), and person(s) with a financial interest in the business.
- Businesses except for sole proprietor should submit a printout of the **Business Entity Summary screen** from the Massachusetts Corporations Division:
(<https://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx>)

*Licenses cannot be issued until all necessary documents are submitted to the Board.

APPLICATION FOR INNHOLDER (NO LIQUOR) LICENSE

1. Entity Name (Ex. LLC, Inc, Corp): _____
2. Doing Business As (d/b/a, if different from above): _____
3. Physical Business Address : _____
City: _____ State: MA Zip Code: _____
4. Mailing Address (if different from above): _____
City: _____ State: MA Zip Code: _____
5. Business Phone No: _____
6. Business Contact Email Address: _____
7. Manager of Record: _____
8. Managing Company: _____
9. Managing Company Mailing Address _____
City: _____ State: MA Zip Code: _____
10. Description of Premise: _____

11. Total # of Floors: _____ 12. Total # of Rooms: _____
13. Total # of Lodgers (occupancy): _____
14. Attorney's Name (if applicable): _____
15. Attorney's Phone No.: _____
16. Attorney's Email: _____
17. List All Persons/Entities with Interest in this License (corporate stockholders, directors, officers, clerks, LLC members, managers, and any person/entity with a direct/indirect beneficial/financial interest). **Attach additional pages if necessary.**

Name of Person/Entity	Title/Position	# Stock/ % Owned

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the answers contained in this application are true to the best of my knowledge and belief, and that there are no other indirect interests in this license other than those indicated in this application. I affirm that I have read and understand the instructions provided.

SIGNATURE OF APPLICANT: _____ DATE SIGNED: _____

PRINT NAME: _____ TITLE: _____