

*Berkshire Public Health Alliance*

## Casual Lodging Annual Application and Permit

Application and Permit Fee \$ \_\_\_\_\_ (check all that apply and attach total fee)

- Food provided (excluding coffee, spices and other dry foods/staples)      \$35
- Limited Lodging: 1 – 3 Rooms, coffee/occasional availability      \$40
- Seasonal Lodging: 3 or more rooms/seasonal availability      \$45
- Large Lodging: 3 or more rooms/year round      \$55
- Whole house/less than a week per rental      \$45

Name of Applicant/Owner		Email	
Dwelling Address	Unit #	City/Town	Zip Code
Mailing Address		Phone #	
Emergency Contact Person		Phone #	
# Dwelling/ Rooming Units in Dwelling		# Stories	
# Sleeping Rooms		# Habitable Rooms	
*Food Provided (please explain/attach sample menu)			
*Compliant with local Lodging Tax Regulations: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know    Request additional information from the following communities: Great Barrington, Pittsfield, Lenox, North Adams,			
Date of Availability/Occupancy (can be approximate)			
<input type="checkbox"/> Self-Assessment/Certification completed & attached		Date	
<i>I certify and affirm that the information given below is accurate to the best of my knowledge</i>			
Signature of Applicant/Owner		Date	
<b><u>Board of Health Only</u></b>			
Application Comments		Review Date	
Inspection Needed/Comments		Date Scheduled	
Permit Number		Issue Date	
Signature of Board of Health			
Permit Conditions:			

## Casual Lodging Self-Certification Assessment Form (Check all that apply)

<b>Name of Applicant/Owner</b>		<b>Email</b>	
<b>Dwelling Address</b>	<b>Unit #</b>	<b>City/Town</b>	<b>Zip Code</b>
<b>Mailing Address</b>		<b>Phone #</b>	

**Attached to Casual Lodging Application**

- Recent water test (if on private well)
- Food Safety Certification (such as ServSafe) if providing potentially hazardous foods
- Permit Fee
- Other required Local/State business forms and fees

**Life Safety Systems:** the following are present and properly functioning

- Visible 9-1-1 number at the curb
- Two means of egress with appropriate lighting
- Smoke detectors
- Fire extinguishers
- Carbon monoxide detectors

**Exterior Conditions:** the following are adequate and safe

- Off-street parking
- Snow/ice removal, especially at exits
- Sufficient site & exterior building lighting
- Building envelopes/exteriors secure & weather-tight
- Grounds maintained and grass near the building and walkways mowed/trimmed
- Trash/recycling management – at least weekly

**Healthy Living Conditions:**

- On public water supply system or have attached a current (less than 1 year old) water test
- Working septic system or connected to public sewer system
- Operable and Secure doors/windows and screens
- Safe water temperatures
- Sufficient natural light
- General cleanliness
- All fixtures present & in good repair
- Pest/vermin-free, especially bed-bugs
- Adequate ventilation/air exchange
- No active hazards
- No evidence of excessive moisture
- Non-porous surface finishes intact, such as countertops and bathroom floors