

Town of Williamsburg CHECKLIST FOR SHORT-TERM RENTAL LICENSE APPLICATION

Town of Williamsburg Short-Term Rental License

Submit the License Application including: Special Permit, Fire Inspection Certificate, Health Inspection Certificate, and Certificate of Registration with the Commonwealth.

Contact Board of Selectmen's Office. Contact Info: selectmen@burgy.org or (413) 268-8400

☐ Special Permit

Request to be included on a Zoning Board of Appeals agenda of an upcoming meeting. File the special permit application along with a list of abutters within 300 ft of your property line – there is a fee for this. Contact Town Clerk at townclerk@burgy.org or (413) 268-8402

☐ Fire Inspection

Contact the Fire Chief to schedule an inspection

There is a fee for this inspection, see www.williamsburgfire.com Phone: (413) 268-7233

☐ Health Inspection

Contact the Health Agent at the Foothills Health District for inspection. There is a fee for this inspection, see <https://www.burgy.org/board-health/files/foothills-health-district-fee-schedule>
Contact info: Email: Foothills@burgy.org Phone: (413) 268-8404

☐ Certificate of Registration with the Commonwealth of Massachusetts

Register with Department of Revenue using MassTaxConnect. The process is in development and will open July 1, 2019. See FAQs at <https://www.mass.gov/info-details/room-occupancy-frequently-asked-questions#registration-faqs->

☐ Register with the Town Clerk

Register with Town Clerk. Contact info: townclerk@burgy.org or (413)268-8402

Things to remember

- Annual registration with the Town Clerk
- Renew the license with Board of Selectmen every 2 years
- Update your emergency contacts as needed
- Maintain a guest register for 2 years