



LICENSE APPLICATION FOR – HOTELS AND MOTELS MUNICIPAL CODE SECTION - 4-30

DEFINITION:

Hotels and motels include buildings in which lodging, with or without meals, is provided and offered to the public for compensation and which is open to transient guests.

GENERAL INSTRUCTIONS:

1. Print legibly and complete all sections to ensure efficient processing.
2. Assemble all required information and materials before filing application.
3. Thoroughly review all applicable Municipal Code Sections 4-30 and Chapter 11.
4. Licenses expire January 31.
5. Add 10% to license fee for renewal after January 31.
6. Include \$5.00 license application fee payable to City of South Bend.
7. License fee payable to City of South Bend due at issuance - \$95.00.

APPLICATION PROCESS:

1. Submit Application with \$5.00 Processing Fee.
2. Fire and Building Department Inspections as required.
3. Controller Denies or Approves License.
4. License issued upon approval and payment of the license fee.

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I. APPLICATION TYPE Check One: **New** _____ **Renewal** _____

II. BUSINESS DATA

A. Business Name: _____

B. Business Address: _____

City: _____ State: _____ Zip: _____

C. Mailing Address (if differs): _____

City: _____ State: _____ Zip: _____

D. Business Telephone Number: _____

E. Business Fax Number: _____

F. E-Mail Address: _____

G. Number of rooms available for rent: _____

H. Does the hotel serve food: Yes _____ No _____

I. Does the hotel have a pool or spa: Yes _____ No _____

J. Does the hotel have pool tables: Yes _____ No _____

If yes, how many pool tables do you have? _____

K. Zoning of business location: _____

III. PERSONAL DATA

A. Applicant's Legal Name: _____

B. Residential Address: _____

City: _____ State: _____ Zip: _____

C. Residential Telephone Number: _____

D. Cellphone Number: _____

For Office Use Only

Application Filed _____ Building Department Approval _____

Application Fee Paid _____ Fire Department Approval _____

Sent to Dept. _____ License Fee Paid _____

License Number _____

Not Approved _____

Reason _____

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IV. INCLUDE \$5.00 PROCESSING FEE WITH APPLICATION

V. AFFIRMATION

I, hereby, certify and affirm that all of the information I have given in this application is true and accurate to the best of my knowledge. I further certify that I have in no way attempted to mislead the City in this application by omitting facts known to me. I have read and understand the regulations of Hotels and Motels as found in the City of South Bend Municipal Code, Section 4-30.

Signature

Date