**Instructions
Hotel/ Motel License**

**CITY OF CLEVELAND
DEPARTMENT OF FINANCE**
Division of Assessments & Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: 216.664.2260 | Hours of Operation 8am to 4 pm Weekdays | DALLicenses@clevelandohio.gov

### When do you need a Transient Building (Lodging House and Hotels) License

A hotel/motel or "transient residential building" license is required when any building or structure with more than five (5) guestrooms is kept, used or maintained as a place where sleeping accommodations are offered for pay to transient guests and the general public.

A hotel/motel does not include apartments or other similar places of permanent personal residence or hospitals or college dormitories.

This is an annual license that expires on December 31 of every year.

City of Cleveland Codified Ordinance Chapter §215.03, Hotel License Application and Fees

**City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.**

### How to obtain and/or submit a Transient Building (Lodging House and Hotels) application

In Person: Cleveland City Hall, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, OH 44114.
Applications are accepted Monday-Friday, 8:00 am – 4:00 pm

### What to bring or submit to the Division of Assessments and Licenses

Completed and signed application. The application must have the Commissioner of Environment's signature for approval and recommendation for license issuance. If application does not have the Commissioner of Environment's signature, the application will be returned to the Cleveland Department of Public Health for further review. Approval of the facility must be given prior to issuance of license.

Payment for the license fee. The fee is based on the number of rooms, see chart below. Payable by cash, check, or credit card. Make checks payable to the City of Cleveland.

**Fees**

| Number of Rooms | Fee |
|---|---|
| 0 – 50 | $60.00 |
| 51 – 100 | $115.00 |
| 101 – 200 | $220.00 |
| over 200 | $310.00 |

## HOTEL / MOTEL LICENSE
## APPLICATION

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Division of Assessments & Licenses
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| Licensing Year _____ <br> ☐ New ☐ Renewal | Fee is based on Hotel/ Motel Capacity ( Number of Rooms) <br> • **0 – 50 = $60.00**    • **51 – 100 = $115.00** <br> • **101 – 200 = $220.00**    • **Over 200+ = $310.00** |
|---|---|

### SECTION A – Facility Information

Business Name (DBA)

Address

Telephone |

| Lodging Type (Check One) | Hotel | Motel | Bed and Breakfast | Other : |
|---|---|---|---|---|

| Number of Rooms | Max Number of Guests |
|---|---|
| Date of Purchase/Acquisition | Date of Opening |

**Corporate Structure (Check One)**

| Sole Proprietor | Partnership | Corporation | Estate | Ltd. Liability Co. |
|---|---|---|---|---|
| Ltd. Partnership | 501 (C)(3) | S- Corporation | Trust | Other |

### SECTION B – Licensee and Contact Information (Contact is the person who will submit reports.)

| Legal Business Name/ Corporation | FEIN# |
|---|---|
| Address | |
| Primary Contact | Primary Phone |
| Email | |
| Secondary Contact (Optional) | Secondary Phone |

**Acknowledgement (Required)** I have read, understand, and agree to comply with the provisions of Chapter 215 (Transient Residential Buildings) and Chapter 193 (Transient Occupancy Tax) of the Codified Ordinances of the City of Cleveland and all rules and regulations promulgated thereunder.

| **Signature of Applicant** | **Date** |
|---|---|
| | |

| **Office Use Only** | | |
|---|---|---|
| Accela Number | Approval Signature | Date |
| Commissioner of Environment | Wallace L. Chambers Jr., Ph.D., MAS, MHA, REHS | |
| Ward | Census Tract | |
| **RETURN TO ASSESSMENTS & LICENSES** | | |