

## APPLICATION FOR LODGING FACILITY Plan Review and/or Permit

Name of Establishment \_\_\_\_\_

Physical Location \_\_\_\_\_ Zip Code \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Physical Facilities and Operation

Number/Type of Guest rooms or rental units \_\_\_\_\_ Maximum number of Guests \_\_\_\_\_

Number of meals to be served    Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Food Service *(Note: potentially hazardous foods are also called "time/temperature controlled for safety" or TCS foods)*

Yes	No	
		Serve (but do not prepare) prepackaged non-potentially hazardous foods for guests
		Prepare only food that is non-potentially hazardous for guests
		Prepare, or serve potentially hazardous food for guests

List any in-room amenities such as ice service or coffee makers: \_\_\_\_\_

Water Supply \_\_\_\_\_  
*(name of municipal or community supply, drilled well, bored well, spring, etc.)*

Wastewater Disposal \_\_\_\_\_  
*(name of municipal or community system, on-site system date installed and owner name or PIN)*

### Include with this application:

A complete set of plans drawn to scale including guest rooms; laundry; trash can/mop washing facilities; storage areas for lodging supplies including linens, foods/beverages, disposable cups or liners; maintenance or grounds equipment storage; and all food service areas. Plans must include general plumbing, electric and lighting drawings, fixture schedules and room finish schedules.

Plans must include a site plan locating exterior buildings or equipment such as dumpsters or storage buildings.

Menu for any foods or meals to be served

Name of Lodging Facility \_\_\_\_\_

**Manager** (person who will be directly responsible for the establishment) \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Proposed Permit Holder** \_\_\_\_\_

*Is this an individual, association, partnership, LLC, corporation or other legal entity?* \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Contractor** \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Architect or Engineer** \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail Address \_\_\_\_\_

I attest to the accuracy of the information provided in this application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name of person completing this application \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail Address \_\_\_\_\_