

# Application for a Permit to Operate a Hotel/Motel

Application #

**Instructions:**

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: Public Health - Dayton & Montgomery County
4. Return check and signed application by \_\_\_\_\_ in the amount of \_\_\_\_\_

Mail Payment To:

**Public Health - Dayton & Montgomery County**  
**Attn: Environmental Health**  
**117 S. Main Street**  
**Dayton, OH 45422**

\*\*There is a mandatory penalty fee of 25% of the renewal fee for operating a transient accommodation (Hotel/Motel) after the renewal deadline.

Before permit application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a permit. This action is governed by Montgomery County Sanitary Regulation 650

Name of Facility \_\_\_\_\_ Name of Permit Holder \_\_\_\_\_ Control # \_\_\_\_\_

Email Address \_\_\_\_\_

Phone #

Fax #

Number of rooms  
at time of application.

**Mailing address for annual renewal if different than above:**

Name of Parent Company or Owner

Phone #

Email Address \_\_\_\_\_

I hereby certify that I am the permit holder, or the authorized representative of the hotel/motel indicated above:

**Signature**

**Date**

Approving agency to complete below

Category

License Fee

Total amount due

Application approved for permit and certified as required by Montgomery County Sanitary Regulation 650

By

Date

Audit No.

License No.