



ZONING SECTION

DATE ISSUED:

Development Services Department

Lodging House License Application
Aplicación para licencia de Casa de Habitaciones

Date: _____
Fiche: _____

Name of owner/s or corporation: _____
Nombre de dueño/s o corporación: _____

If corporation, give name of principal officer: _____
Si es corporación, nombre de oficial principal: _____

Address: _____

Domicile: _____ City _____ State _____ Zip Code _____
Ciudad _____ Estado _____ Código Postal _____

Telephone: _____ Business Name: _____
Numero de Teléfono _____ Nombre de Negocio _____
Lodging House
Casa de Habitaciones

The operator or owner shall immediately give written notice to the License Division of any change in the facts of this application.
El operador o dueño debe de dar por escrito una notificación inmediatamente al la división de Licencia de algún cambio sobre los datos en esta aplicación.

Applicant Signature
Firma del Aplacante

Title
Titulo

Approved by: _____
Housing Building Standards - Development Services Department

Development Services Department
Business Center – 5th floor
2 Civic Center Plaza
El Paso, Texas 79901-1196
(915) 541-4558



LODGING HOME

NEW

Applicant must register their business name with the County Clerk at the County Courthouse located at 500 E. San Antonio, El Paso, Texas 79901 (915) 546-2071.

<http://www.epcounty.com/records.htm>

Applicant will bring a copy the Assume Name Certificate to the Development Services Department, located at City Hall 5th floor, 2 Civic Center Plaza, El Paso, Texas 79901.

Applicant submits lodging home application at Development Services Department / Business Center, located at City Hall 5th floor, 2 Civic Center Plaza, El Paso, Texas 79901 (915) 541-4558.

<http://www.elpasotexas.gov>

Applicant will file an application at the El Paso Public Health Department located at City Hall 5th floor, 2 Civic Center Plaza, El Paso, Texas 79901 (915) 541-4434.

<http://www.elpasotexas.gov/health>

The business center shall inform the health department and the fire department of all original licenses issued, and all cancellations, suspensions or expirations.

The license shall be kept posted on the premises in a place where it will be readily visible to persons seeking accommodations.

Business Center clerk creates and enters information from application and processes license fee payment.

Customer is issued, or mailed receipt, and informed that the license will not be issued until application has been approved by the Development Services Department - Housing Building Standards.

Application is forwarded to Housing Building Standards for inspection.

Once the application is approved, the license is issued and mailed.

RENEWAL

Business Center mail out renewal notices one month before license expires.

Late renewals will incur a penalty fee.

Applicant submits required payment in person or via mail.

Business Center clerk issues license and customer is issued and/or mailed license and receipt.

License expires one year from date of issuance.

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson