**Pending License #** 



## The City of OKLAHOMA CITY

**Development Services** Development Center Permits and Licenses

## HOTEL / MOTEL VERIFICATION FORM

## NOTICE TO APPLICANT

## § 52-67. Certificates of registration.

(a) Prior to commencement of business or opening, every hotel operator shall file with the Director

(1) a certificate of registration;

(2) an affidavit and designation of operator.

The required filings shall be made on forms prescribed by the Director.

(b) The Director shall, within five (5) days after receipt of the required Certificate of Registration and Affidavit, issue, without charge, to the operator a Certificate of Authority empowering such operator to collect the tax from the occupant. The Certificate of Registration shall state the hotel to which it is applicable. Such Certificate of Authority shall be permanently displayed by the operator in such manner that it may be seen and come to the notice of all occupants and persons seeking occupancy. Such Certificate of Authority shall be non-assignable and non-transferable and shall be surrendered immediately to the Director upon the cessation of business at the hotel named, or upon its sale or transfer, or upon the change of designated operator.

BUSINESS NAME: \_\_\_\_\_

BUSINESS STREET ADDRESS: \_\_\_\_\_

BUILDING PERMIT / OCCUPANCY PERMIT NUMBER: \_\_\_\_\_

DESCRIPTION OF OTHER USES FOR THE ADDRESS (RESTAURANT, SNACK BAR, CLUB/BAR, VENDING

MACHINES):

**Applicants Signature** 

Title

Date

City Treasurer and / or Designee

Date