



# City of Grand Rapids

## Hotel/Motel Checklist

### PRELIMINARY INFORMATION

- Duty to Maintain a Guest Register:
  - Maintain a register in ink with the correct name of each guest renting or occupying rooms.
  - Register must contain the home address of each guest, the make, year, state of registration and license number of the motor vehicle each guest arrived in.
  - Register must indicate the room, rooms or space assigned to each guest and their time of arrival.
- Before beginning operations, check with the Zoning department to ensure that the property is properly zoned by calling 616-456-4100.

### CHECKLIST

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|--------------------------|--|
| <input type="checkbox"/> | Completed Hotel/Motel Application (part I and part II).                            |
| <input type="checkbox"/> | Non-refundable <a href="#">application fee</a> .                                   |
| <input type="checkbox"/> | Applicants will be contacted by the Fire Department to schedule a fire inspection. |
| <input type="checkbox"/> | License must be displayed openly on the property where all customers can see.      |

\*Rules and regulations associated with a Hotel/Motel license can be found in [Chapter 152, Article 6](#) of the Grand Rapids City Code entitled “Lodging Accommodations; Registration and Occupancy.”

\*\*General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”