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
- Completed Hotel/Motel Application (part I and part II).
- Non-refundable application fee.
- Applicants will be contacted by the Fire Department to schedule a fire inspection.
- 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.”