



The City of
OKLAHOMA CITY

Development Services
Development Center
Permits and Licenses

Pending License # _____

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

Title

Date