



Hotel & Motel Process

- Certificate of Occupancy application
- Business license application
- Business permit application
- Article of Incorporation
- By-laws
- Fictitious name filing
- Minutes authorizing the individual making the request as representative for the corporation to execute the City of El Monte Motel Use Property Owner acknowledgment
- Title report showing that they are on the title
 - OR
 - City of El Monte Use Property Owner acknowledgement in lieu of title report, the lease agreement will be submitted.
- Supplemental application
- Property Owner Consent Form
 - The Consent Form must be completed by the property owner. It must be notarized, and submitted with proof of ownership (e.g. deed, title report).



MOTEL REGULATORY PERMIT APPLICATION INSTRUCTIONS

Please find attached the following forms which are necessary for the filing of the MOTEL REGULATORY PERMIT application. All of these forms must be completed prior to the filing of the application which is due on or before July 1, 200X.

- Permit application
- Supplemental application
- Motel Use Property Owner Acknowledgment form
- List of standard permit conditions which apply to all motels.

PERMIT & LICENSE FEES

Permit Fees

NUMBER OF OCCUPANY UNITS	AMOUNT OF FEE
4 - 15	\$253.00
16 - 30	\$283.00
31 - 45	\$313.00
46 and over	\$343.00

License Fees

License Tax Schedule (7)

Based on the number of units multiplied by \$20.00

Processing Fee	\$40.00
SB-1186	\$4.00



CITY OF EL MONTE MOTEL REGULATORY PERMIT
SUPPLEMENTAL APPLICATION

MOTEL NAME: _____

MOTEL ADDRESS: _____ DATE: _____

Please submit the following information. No permit application will be processed without this completed form.

1. MOTEL OWNER INFORMATION:

OWNER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

2. MOTEL ON-SITE MANAGER INFORMATION:

MANAGER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

I declare under penalty of perjury that the above information is true and correct as of this date:

Applicant's Name: _____

Signed: _____ Date: _____



If the applicant does not own the property, this form must be completed by all Property Owners and notarized, with a copy of the Motel Permit Application attached.

CONSENT FROM ALL OWNERS OF SUBJECT PROPERTY
TO FILING OF HOTEL/MOTEL PERMIT APPLICATION

I hereby certify that I am the owner of the real property located at:

I provide the following evidence of my ownership:

[Submit a copy of current grant deed, title report, or other evidence of ownership.]

I hereby consent to the attached Motel Permit Application filed by:

(Name of Applicant/Lease Holder)

I affirm under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

Signature of Owner of Property: _____

Print Name _____

Address _____

Telephone: _____

[Attach Notary Acknowledgment]



City of El Monte
Permit Committee

HOTEL/MOTEL
Standard Conditions

PLANNING DEPARTMENT

152. Motel shall be operated pursuant to the definition of "Motel" in **EMMC Section 17.04.020:**

"Hotel" means a building portion thereof with access provided through a common entrance, lobby or hallway to one or more guest rooms, designated to be rented out for a period of between one and thirty (30) days, and which may include other facilities such as restaurants and meeting rooms. "Hotel" shall include bed and breakfast establishments and inns.

"Motel" means a building or group of buildings including but not limited to buildings designated as motor hotels, hotels, auto courts, tourist courts, auto cabins, and motor courts containing individual sleeping units intended to be used solely to provide sleeping accommodations for short-term occupancy by transient travelers as defined in Section 3.16.020 of this Code. The portions of such buildings providing sleeping accommodations shall not be provided with cooking facilities and no cooking facilities shall be permitted therein, except those portions of the buildings designed and used by the owner or lessee of the premises to prepare at a central location for all persons desiring the same.

NOTE: Hotel or motel rooms shall not be rented out for a period of less than one day or greater than thirty (30) days. This would result in the use no longer meeting the definition of a hotel/motel.

215. All signs must conform to sign ordinance. Any new signs must have Planning Division approval prior to installation.
155. Inoperable vehicles or vehicles not currently registered shall not be allowed on any motel premises.
222. Graffiti must be removed from any exterior surfaces of the structures and improvements on the property within 72 hours following the application of the graffiti.
1114. Any expansion of hotel or motel shall not be permitted without receiving necessary approvals from the City. The subject property must be located in an "Mixed/Multi-Use" (MMU), "Retail Commercial" (C-2) or less restrictive zone and Conditional Use Permit application shall be submitted and approved by the Planning Commission. An expansion includes new construction (i.e. building addition) and /or an increase in the number of hotel/motel rooms.
1115. If a Conditional Use Permit has been previous approved for the hotel or motel, the applicant shall comply with all existing conditions of approval .



LICENSE DEPARTMENT

156. Motel rooms shall not be occupied by the same person(s) for more than thirty (30) days. Moving between rooms is not permitted (**EMMC Section 3.16.020**). This statement must be posted conspicuously in motel office.
157. As required by the California Civil Code, current room rates shall be posted in each room.
51. Pursuant to **EMMC Section 5.12.260**, all other City fees and taxes must be paid in full as a prerequisite to the issuance of this permit. Should the permit holder default on the payment of any fee or tax due the City by any provision of law or of this Code, this permit shall become invalid.
1131. If the Permittee is not the sole owner of the subject real property, Permittee shall submit a notarized letter consenting to this application from all property owners.
1132. During the effective term of this permit, Permittee shall promptly notify the City in writing of any change in ownership of the subject real property, and provide a current grant deed, title report, or other evidence of the new ownership.

POLICE DEPARTMENT

158. The registration information required by the **EMMC Section 5.48.020** shall be verified by a drivers license, current vehicle registration, or another valid current document if the above are not available. The method of documentation (i.e. drivers license number) shall be shown on all registration cards.
159. Motel must comply with all EMMC provisions relevant to guest registrations to ensure that desk clerks and other motel personnel responsible for registering guests are informed and knowledgeable regarding the provisions of **El Monte Municipal Code Sections 5.48.010, et seq.**
64. Rental Of Individual Motel Rooms More Than One Time In Any Twelve Hour Period Is Prohibited.
65. All Motel Room Rentals Shall Be For Periods Not Less Than Twelve Hours.
66. All Motel Rooms Shall Remain Locked When Not In Use And Each Motel Patron Shall Be Supplied With A Key To His/Her Room.

BUILDING DEPARTMENT

160. All units including the manager's unit must be made available or inspection by the Building Department and must meet the minimum requirements of the El Monte Building Department for dwelling rental units.

FIRE DEPARTMENT

161. All units, storage rooms, power rooms, supply areas, wash rooms, as well as the manager's unit shall be made available for inspection by the Fire Department and must meet the minimum requirements of the Uniform Fire Code and all other applicable code regulations.