



BRHD Local Environmental Health Offices	Phone	FAX
Charlottesville/Albemarle, 1138 Rose Hill Drive, Charlottesville, VA 22903	434-972-6219	434-972-4310
Fluvanna County, Route 15, County Office Bldg., PO Box 136, 132 Main Street, Palmyra, VA 22963	434-591-1965	434-591-1966
Greene County, 50 Stanard Street, PO Box 38, Stanardsville, VA 22973	434-985-2262	434-985-4822
Louisa County, 101 Woolfolk Avenue, Suite 203, Louisa, VA 23093	540-967-3707	540-987-3733
Nelson County, Nelson Heritage Center, 1653 Thomas Nelson Highway, Arrington, VA 22922	434-263-4297	434-263-4304

APPLICATION FOR A HOTEL OPERATION PERMIT

\$40.00 ANNUAL FEE

Please place a next to the address where you would like VDH to mail correspondence

<input type="checkbox"/> Hotel Name:	
Hotel Address:	City/State/Zip:
Hotel Phone:	Email:

<input type="checkbox"/> Owner Name:	
Owner Address:	City/State/Zip:
Owner Phone:	Email:

<input type="checkbox"/> Lessee Name:	
Lessee Address:	City/State/Zip:
Lessee Phone:	Email:

FACILITY INFORMATION

Total # guest rooms: _____		
Facility type:	___Hotel	___Motel
		___Bed & Breakfast
Application for:	___Change of ownership	___New facility
Operation season:	___Seasonal	___Year-round
Water supply:	___Waterworks	___Private well
	Permit #: _____	
Sewage disposal:	___Public sewer	___Onsite disposal system
		___Discharge system
Will there be food service?	___Yes	___No
Food Service may require a separate Food Establishment Permit		

Are there swimming facilities? ___Sauna ___Swimming pool ___Hot tub
(Check all that apply)

Swimming/Sauna/Hot tub facilities require a separate construction permit

Attached certificate of occupancy issued by Building Official? ___Yes ___No

A certificate of occupancy is required for new hotels, and after construction or renovation.

You must remit to VDH a \$40 fee *annually*. Should you not remit this fee VDH may seek collection as authorized by Code of Virginia § 2.2-4800 et seq.

A separate plan review is required for all hotels prior to any construction, renovation, or conversion.

I understand this form contains information subject to disclosure under §2.2-3700 of the Code of Virginia.

Owner/Lessee Signature _____ Date: _____

Printed Name _____

VDH USE ONLY

Fee Amount Received: _____ Receipt # _____ Date: _____

Received by: _____ Cash Check Wire Transfer Credit Card

Tax Map/GPIN/Census Tract: _____