

HOTEL/MOTEL MANAGER PERMIT

RENEWAL MANAGER APPLICANTS Must submit the following items annually:

1. Manager Application (2 pages)
2. Police Clearance Form (1 page)
3. Two (2) passport photos
4. Copy of current state-issued identification (i.e. Drivers License, Passport, etc.)
5. Submit imprinted check for fees

Note: All Managers are required to attend a Manager's Training Class scheduled annually in September.

\$ 216.00	Hotel/Motel Permit Investigative Fee
\$ 89.25	Hotel/Motel Manager Training Fee
\$ 305.25	Total Renewal Manager Permit Fees**

NEW MANAGER APPLICANTS Must submit the following items:

1. Manager Application (2 pages)
2. Police Clearance Form (1 page)
3. Request for Live Scan – Fingerprint (1 page)
4. Two (2) passport photos
5. Copy of current state-issued identification (i.e. Drivers License, Passport, etc.)
6. Submit imprinted check for fees

Note: All Managers are required to attend a Manager's Training Class scheduled annually in September.

\$ 216.00	Hotel/Motel Permit Investigative Fee
\$ 89.25	Hotel/Motel Manager Training Fee
\$ 32.50	State Fingerprint Fee
\$ 20.75	City Fingerprint Fee
\$ 358.50	TOTAL New Manager Permit Fees**

The City of Stockton **DOES NOT** send out invoices for renewing Manager Permits. All required items must be submitted together and prior to expiration to Neighborhood Services.

Questions? Contact Almarosa Vargas in Neighborhood Services at (209) 937-8952

CITY OF STOCKTON
HOTEL, MOTEL AND/OR RESIDENTIAL HOTEL/MOTEL
MANAGER'S PERMIT APPLICATION

Applicant's Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Name of Hotel/Motel: _____

Location Address: _____

Phone #: _____ Fax #: _____

1. Are you currently or have you ever owned/operated, managed or worked at a hotel, motel and/or residential hotel/motel? Yes No

If so, please provide the following information and answer the following questions separately for each facility (attach an additional sheet of paper if necessary):

Name of facility(s): _____

Address of facility(s): _____

How long did you own, operate or work at the facility(s)? _____

What was your capacity at the facility(s) (i.e., Manager, desk clerk, etc.)? _____

Was the facility(s) you listed above ever cited for health, safety, fire and/or building code violation(s)? Yes No

➤ If so, were all corrections and/or repairs of those violations completed and approved within the time required on the citation? Yes No

During your involvement with the facility(s), have there been repeat citations for health, safety and/or building code violations? Yes No

In the past five years, has the facility(s) ever been cited for violations, and subsequently vacated due to corrections/repairs not being completed? Yes No

2. In the past three years, have you ever had a Manager's Permit denied, revoked or suspended within the State of California? Yes No
- If so, please provide the reason for denial, revocation and/or suspension: _____
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3. Have you ever applied for a hotel, motel and/or residential hotel/motel manager's permit using a different name? Yes No
- If so, please provide the other name: _____
4. As the property owner, operator, manager and/or lessee of a hotel/motel, within the last five years, have you terminated your lease, defaulted on your loan, or otherwise discontinued your association with the property while violations as cited in a Notice of Violation, Notice and Order, Administrative Citation, etc. were still outstanding? Yes No
- If so, please describe: _____
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5. Are you currently on probation or parole? Yes No
- If so, are you required to register each year: Yes No
6. Each manager and/or other person connected to the management of the business must complete a separate application and attach the following information **(SMC §7-111.31)**
- Department of Justice Background Check Application
 - Two passport-size identity prints of the applicant (can be obtained through the Police Department at the time of fingerprinting at an additional cost)
 - Registration for Residence Course of Study
 - Written evidence that the applicant is 18 or older (i.e. copy of legal form of identification showing date of birth)

I hereby certify under penalty of perjury that that above information is true and correct to the best of my knowledge and belief.

AUTHORIZED SIGNATURE

DATE

