



Transient Occupancy Registration Form

An operator of any lodging establishment furnishing lodging to transient guests as defined in Chapter 177.02 shall register said establishment with the Department of Zoning and Compliance within 30 days after commencing business.

Lodging Establishment Information

Vendor's License Number: _____ (Attach a copy of current vendor's license)

Name of Lodging Establishment: _____

Address of Lodging Establishment: _____

Phone: _____ **Email:** _____

Total Number of Rooms: _____ **Average Room Rate:** _____

Owner Information

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Operator/Agent Information (if different than Owner)

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

I certify that I have the authority to file this application, have read the application in its entirety, and that all information and attachments are true and correct to the best of my knowledge. I have read and understand Chapter 177 of the Codified Ordinances of the City of Urbana and agree to comply with these requirements. In accordance with this ordinance, I agree to notify any future owner/operator of this Transient Occupancy Registration.

Signature of Owner/Operator/Agent: _____ **Date:** _____

Name of Owner/Operator/Agent: _____ **Title:** _____

Return the completed form via one of the following methods



The City of Urbana
Department of Zoning and Compliance
205 South Main Street
P.O. Box 747
Urbana, OH 43078



(937) 652-5145



ZoningandCompliance@ci.urbana.oh.us